



## EIGHT KEY TIPS FOR ORGANISING A GALA DAY

- 1 Determine the aims and objectives of holding a gala day. How can your event meet these objectives?
- 2 Prioritise your time by determining which tasks must be performed in sequential order, specifying the deadline.
- 3 Plan backwards — work out the steps required to complete each task and estimate how long they will take. For example, when sending out invitations, factor in the time it will take to design the artwork, print and mail them out and for people to respond. Subtract this time from the deadline and you know when to begin this task. Allow for additional time to handle unforeseeable delays.
- 4 Use a working list (Microsoft Excel is useful for this), which includes each task, the required deadline and any costs incurred. This way you can keep track of your progress, keep others informed and manage your budget effectively.
- 5 Confirm and verify roles and responsibilities with everyone involved in the gala day, such as vendors, key staff members, volunteer leaders and officials.
- 6 Determine any protocols that may affect your timing and sequence of events. For example, some sponsors or VIPs may require additional notice to attend an event.
- 7 Create a master contact list, detailing the names and phone numbers of the key people involved.
- 8 Allow for contingency decision-making in the planning stages. For example, if it is raining on the day of the event, how does this affect your planning?