

Weekly planning checklist for effective gala event

This slide represents a weekly checklist that guides an organization to plan for gala events effectively, enhancing guest experience. It includes four phases such as pre-event planning, week before planning, event week planning, and post-event planning.

Checklist	Status
 Pre-event planning	
Outline event goals and objectives	✓
Develop budget for event	✓
Select dates for the event	✓
Contact hotels, and venues and get negotiation details	✓
Recruit team for event	✓
 Week before planning	
Finalize script and layout for event	✓
Conduct team meeting to check details	✓
Add text here	✓
 Event week planning	
Confirm and check food and beverage	✓
Conduct complete event meeting with details	✓
Add text here	✓
 Post-event planning	
Collect feedback for the event	✓
Add text here	✓

Gala Event Planning Guide

Minjie Lin



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