

# GMPC ANNUAL GALA HOST CHECKLIST

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## 1. UPON ARRIVAL

- Pick up host package (contains nametags as well as donation envelopes and pens)
- Distribute guests' nametags
- Make sure that any guest with special diet requests (gluten free/vegetarian) is sitting where their name is already designated.
- Instruct guests that they may go ahead and begin eating their salad/bread while waiting for the opening prayer.

## 2. DURING DINNER

- Ensure that guests have their needs met
- Reach out to server with any additional needs/requests
- Please make sure all cell phones are silent during the main speaker presentation

## 3. DURING THE REQUEST FOR FINANCIAL SUPPORT

- Pass out the individual envelopes – one per couple with an ink pen
- Collect completed envelopes and place them back in the large envelope
- Collect nametags prior to guests' departure