

ABC CHARITY
2018 Gourmet Gala Timeline

2017

September 9	Initial planning meeting
September 30	Chairman and Committee Heads recruitment deadline
October 8	Orientation Committee meeting Present event goals and budget Rank sponsor prospects A,B,C; assign committee partners
October 9-30	Personal visits to A & B sponsor prospects Letters to C sponsor prospects
November 2-12	Follow up calls to sponsor prospects Sponsor visit reports submitted ongoing
November 12	Committee meeting and final sponsorship reports
December 10	Committee meeting

2018

January 14	Committee meeting
February 11	Committee meeting
March 11	Committee meeting
April 8	Committee meeting
June 10	Committee meeting
July 8	Committee meeting
July 27	Invitations to printer
August 12	Committee meeting Mail invitations
August 19	Committee Meeting
August 25	Deadline for newsletter article
September 9	Final Committee meeting & site visit
September 28	Gala Event
September 29	Mail thank you letters
October 5	Wrap up Meeting