

IT'S EVENT TIME!!!

LIFE Event Staffing

SPECIALIST STAFFING

1

KEEP AN OPEN MIND

Assess your team's skills and expertise to decide what type of event will be best for your guests and your organization. Gala? Golf tournament? Casino Night? Maybe something we haven't thought of yet.



2

START TO FINISH

Set up a game plan so your entire team is on the same page regarding the timeline. Are we having an auction? When would we like to have the guest list solidified?



3

TEAM IN PLACE

Be honest with yourself about outsourcing. Face-to-face time with your guests is vital to your fundraising efforts. If you are working the event, your guests never get to meet you. Have we booked our auctioneer? Have we booked our on-site staff?



4

TALK LOGISTICS

Anything can happen at a live event, so the more you plan ahead, the better. How are we setting up the registration table? Are we using bid paddles?



5

PHONE A FRIEND

It's always good to have an extra set of eyes look over your work. Do all our auction items have images attached? Have we uploaded our donor levels?

6

ENJOY YOUR HARD WORK

You did it! So make you sure you get to eat on the night :)



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