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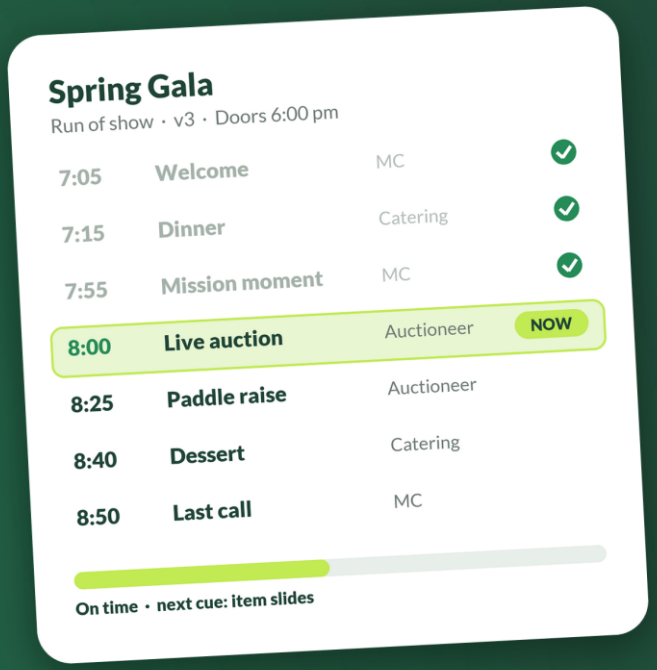
FREE GALA RUN OF SHOW KIT

Run of Show Template *for Galas*

Also known as a running order

Plan every minute of your gala. A timed run of show, setup sheet, contact and cue lists, and a plan for when the night runs late.

PLAN · TIME · CUE · RUN



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START HERE

How this kit *works*

A run of show (or running order) is the minute-by-minute plan for your gala. Everyone works from the same version, so the night runs on time.

Inside this kit

01 **Build it in 4 steps**
Basics, segments, running order and buffer

02 **Copy the sample**
A full timed gala, doors 6:00 pm to close 10:30 pm

03 **Fill in your own**
A blank run of show and a setup run sheet

04 **Brief your team**
Contact sheet, AV cue list and a speaker brief

05 **Stay on time**
What to cut when you run late, plus final checks

Before you start: the 60-second check

- ☐ Who owns the run of show, and who keeps time?
- ☐ Do we know when doors open and when the night ends?
- ☐ Which segments are we including, and how long is each?
- ☐ Is the live auction placed where energy is highest?
- ☐ Have we built in 10 to 15 minutes of buffer?
- ☐ Does every speaker, AV lead and volunteer have the latest version?

Anything in **[square brackets]** or on a _____ line is yours to fill in.

STEP 1

Fill in *the basics*

Start with the fixed points of the night, and name one person who owns the plan.

Event name	
Date	
Venue	
Doors open	
Event ends	
Run of show owner	
Timekeeper (can cut or move segments)	
Version and date	v____ · _____

Why a timekeeper? One person with the authority to cut or move segments keeps the night on track, so nobody has to debate it on the night.

STEP 2

Choose your segments *and time them*

Tick the segments you're including, then adjust the suggested times to fit your night.

Include?	Segment	Suggested length	Your time
☐	Doors open, reception, silent auction display area open	45 to 60 min	
☐	Call to seats	5 min	
☐	Welcome from MC	3 to 5 min	
☐	Opening remarks (board chair or director)	3 to 5 min	
☐	Dinner	35 to 45 min	
☐	Sponsor thank-yous	2 to 3 min	
☐	Mission moment (video or speaker)	3 to 6 min	
☐	Live auction (about 3 min per item)	____ items x 3 min	
☐	Paddle raise / fund-a-need	10 to 15 min	
☐	Dessert	10 to 15 min	
☐	Silent auction last call	2 min	
☐	Silent auction close	2 min	
☐	Raffle drawing	5 to 10 min	
☐	Thank you and close	3 to 5 min	
☐	Checkout, item pickup and entertainment	45 to 90 min	
	Total program		

STEPS 3 AND 4

Order for energy, *then add buffer*

Two small decisions that protect your biggest fundraising moments.

STEP 3

Order for energy

Put the live auction and paddle raise straight after the mission moment, while guests are most engaged, and before dessert, when the room starts to drift.

STEP 4

Add 10 to 15 minutes of buffer

Speeches always run long. Add buffer before the live auction, so the most important segment never starts late.

The order that raises the most

Mission moment → **Live auction** → **Paddle raise** → **Dessert**

Your buffer goes just before the live auction.

SAMPLE RUN OF SHOW

A full gala, *minute by minute*

Example: doors 6:00 pm, close 10:30 pm. Copy the structure, then swap in your own times, people and cues.

Time	Length	Segment	What happens	Lead	AV, lighting and screen cues	Notes
6:00 pm	60 min	Reception	Check-in, drinks, silent auction display area open	Check-in lead	Welcome slide; silent auction leaderboard on screens; background music	Bidding opened online before the event; volunteers help guests bid
7:00 pm	5 min	Call to seats	MC invites guests to tables	MC	Music fades; lights to dinner setting	Volunteers guide guests
7:05 pm	5 min	Welcome	MC welcomes guests, thanks sponsors	MC	Mic 1 live; sponsor slide	Hard stop at 5 min
7:10 pm	5 min	Opening remarks	Board chair speaks	Board chair	Mic 2 live; logo slide	Seat speaker near stage
7:15 pm	40 min	Dinner	First and main courses	Catering lead	Dinner music; silent auction leaderboard	MC reminds guests to keep bidding
7:55 pm	5 min	Mission moment	Mission video	MC	Lights down; play video	Video tested at setup
8:00 pm	25 min	Live auction	8 items	Auctioneer	Item slides advance with each item	Spotters ready; bid numbers out
8:25 pm	15 min	Paddle raise	Giving levels called	Auctioneer and MC	Live tally on screen	Levels confirmed in advance
8:40 pm	10 min	Dessert	Dessert served	Catering lead	Background music	Buffer if running late
8:50 pm	10 min	Last call	MC announces silent auction close	MC	Countdown on screen	
9:00 pm	5 min	Silent auction close	Bidding ends	Auction lead	"Bidding closed" slide	Allow for overtime on late bids
9:05 pm	10 min	Raffle drawing	Winner drawn live	MC	Live drawing display	Check your state's raffle rules
9:15 pm	5 min	Thank you and close	Thank guests, sponsors, volunteers; share total	MC	Total raised slide	
9:20 pm	70 min	Checkout and dancing	Winners pay and collect items	Checkout lead	Dance lighting	Pickup table staffed
10:30 pm		Close	Last guests leave	Venue manager	House lights up	Teardown begins

YOUR RUN OF SHOW

Event: _____ **Date:** _____ **Version:** v____ **Owner:** _____

Time	Length	Segment	What happens	Lead	AV, lighting and screen cues	Notes

SETUP RUN SHEET

Get the room *ready*

Work back from doors open. Give every task a time and an owner.

Time	Task	Who	Done	Notes
	Venue access and load-in		☐	
	Tables, linens and centerpieces		☐	
	Stage, lectern and mics		☐	
	Screens and projector		☐	
	Auction item displays and bid numbers		☐	
	Wi-Fi test where guests will bid		☐	
	Screen test: welcome, sponsor, auction and tally slides		☐	
	Silent auction leaderboard readable from every corner (adjust font size)		☐	
	Sound check: MC, speakers, band or DJ		☐	
	Mission video test (picture and sound)		☐	
	Check-in table and guest list		☐	
	Checkout and item pickup table		☐	
	Volunteer briefing		☐	
	Run-through with MC and auctioneer		☐	
	Final walk-through		☐	
	Doors ready		☐	

CONTACT AND CUE SHEETS

Who's who, and *what plays when*

Who's who on the night

Role	Name	Phone	Where they'll be
Event lead			
Timekeeper			
MC			
Auctioneer			
AV lead			
Venue manager			
Catering lead			
Check-in lead			
Auction lead			
Checkout lead			
Volunteer lead			

AV cue list

Cue	Time	What (slide, video, music, mic, lights, platform display)	Triggered by	Done
1				☐
2				☐
3				☐
4				☐
5				☐
6				☐
7				☐
8				☐
9				☐
10				☐

Include your fundraising platform's displays, for example the silent auction leaderboard and the raffle drawing projector display.

SPEAKER BRIEF

Send this to *every presenter*

Copy it into an email, swap in the **[bracketed]** details, and send it a week out.

Hi **[name]**,

Thank you for speaking at **[event]** on **[date]**. Here's everything you need:

- **Your segment:** **[segment name]**
- **Your time on stage:** **[time]**, for **[x]** minutes. Please keep to time: the program runs to the minute, and the live auction follows.
- **Arrive by:** **[time]**, and check in with **[name]** at **[location]**.
- **Your seat:** table **[x]**, near the stage.
- **Mic:** you'll use **[handheld / lectern mic]**.
- **Slides or video:** please send them to **[AV contact]** by **[date]**.
- **Your cue:** **[MC]** will introduce you with: "**[intro line]**".

Thank you for helping make the night a success!

IF YOU'RE RUNNING LATE

What to cut, *and what to protect*

Agree this with your timekeeper and MC before the night, so decisions take seconds.

Running late by	Do this
5 minutes	Shorten the welcome and sponsor thanks; start dessert during the paddle raise
10 minutes	Cut one speech to a 1-minute thank-you; move sponsor thanks to the screen
15 minutes	Sell fewer live auction items on stage, and move the rest to the silent auction
20+ minutes	Protect the live auction and paddle raise; take the raffle drawing out of the program and let your raffle software alert winners automatically, or move it to checkout

NEVER CUT

The mission moment, the paddle raise or the thank-you.

They're where the funds and the goodwill come from.

FINAL CHECKS

Ready for *doors open*

Tick off the first list the day before, and the second on the night.

The day before

- ☐ Final run of show sent to everyone on the contact sheet
- ☐ Speaker briefs sent and times confirmed
- ☐ Slides and videos with the AV team
- ☐ Live auction items and order confirmed
- ☐ Paddle raise giving levels confirmed with the auctioneer and added to your fundraising platform
- ☐ Silent auction bidding open online ahead of the night
- ☐ Printed copies for the MC, auctioneer, AV, timekeeper and check-in

On the night

- ☐ Wi-Fi tested where guests will bid
- ☐ Every screen cue tested
- ☐ Timekeeper briefed and watching the clock
- ☐ Checkout team in place before the silent auction closes
- ☐ Total raised ready for the closing thank-you

TAKE IT ONLINE

Run the whole night
on one platform

Every segment of your run of show has something to show.

- ✓ **Silent auction, live auction, paddle raise and raffle**
- ✓ **Live bidding, paddle raise tally and raffle drawing on screen**
- ✓ **Zoom support calls and a Campaign Health Check**
- ✓ **No app for guests to download**
- ✓ **Help from real people by live chat, 7 days a week**

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