



KTC Checklist

Two Weeks Prior to Event Date (minimum)

- Have you emailed the donation agreement form to all participants?
- Have you inventoried each item that is being donated and do you have confirmed values for each donated item?
- Have you communicated with all donors to determine what will be sent in advance versus brought with a vendor on event day?
- Have you confirmed who is building the display (if different than yourself?)
- Have you finalized “key” price and is that clearly communicated on all promotional materials? (eblasts, event programs, etc.)
- Have you determined a great central location within the event schematics for location of the display?
- Do you need more than one table to display all items and have you communicated that to the Logistics/Rental committee member?
- Have you previewed and created the signage and confirmed all donors/participants are listed/acknowledged?
- Have all items + values + donors been sent to team overseeing event program for copy inclusion?
- Do you have “keys” that will be sold to “unlock” the prize?
- Do you have entry forms listing each donated item and corresponding value plus total value of raffle?
- If the winning “key” is selected via drawing at the event, have you decided at what time the winning key will be drawn with the winner announced? (i.e. pre- or post-fashion show, etc.)
- If an evening event, will extra spotlight lighting be needed for the display and if so, has that been rented?
- Do you have confirmed volunteers working this area and managing the entry forms, cash wrap, etc.?
- How will the winner get all of the items to her car to take home that night or will she have to arrange for pickup another time? Who will ensure she gets all of the items if she can't take home with her on event day?
- Who will help you break down this setup when the

Day of Event

- Have you inventoried all donated items and is everything accounted for?
- Do you have all needed supplies: entry forms, “keys”, pens, cash wrap to sell keys, signage describing all items and corresponding values
- If vendors are bringing items day of, have you collected all items?
- Do you have all tables, linens, lighting, etc. needed for the display?
- Have your volunteers arrived to work this station?
- Do you have any extra Shoe Guys who you can use to encourage guests to enter?
- Have you communicated with the emcee so he/she makes mention of this at the following times: 15 mins into the event, 30 mins into the event, 1 hour into the event and do they know to announce the drawing and when?
- Has the winner been announced (if you're doing a drawing) and can she take some of the items home or does she need to pick