

# PRE-EVENT CHECKLIST+ TIMELINE



## ITEMS WE NEED FROM YOU:

- SPONSOR LOGOS
- BRANDING GUIDES
- PRE-RECORDED VIDEOS
- AUCTION ITEMS
  - IN THE CORRECT ORDER
  - DETAILED DESCRIPTION OF EACH ITEM WITH PICTURES
  - CONTACT INFO OF AUCTIONEER AND MOBILE BIDDING PLATFORM

TIME	DESCRIPTION	ACTION ITEMS
6:45	'Cocktail hour' preshow - guests log into zoom and the preshow program begins - explains how the night will work, what devices guests need to use. Run through of mobile bidding.	Sponsor logos, mobile bidding log-in information.
7:00	Program Begins - Emcee/Auctioneer welcomes everyone in-studio OR pre-recorded welcome video	Pre-recorded video if applicable
7:05	Special announcements/awards and recognition	Pre-recorded videos if applicable
7:15	Special Appeal Video	Special Appeal Video
7:20	Special Appeal Ask	
7:35	Live Auction	Pictures and descriptions of auction items
7:50	Closing Remarks/Thank You - Emcee/Auctioneer closes out the night OR show pre-recorded video	Pre-recorded videos if applicable
7:55	Outro music from DJ Roe	