

**WASHINGTON DC GALA EVENT  
SAMPLE PLANNING LIST**

**BOARD OF ADVISOR CHAIR/CO-CHAIR/PRESIDENT/  
LDS INTERNATIONAL AFFAIRS DIRECTOR**

- **Kay King (Chair)**
  - Before Gala Dinner
    - Arrange for Speaker(s)
  - At Gala Dinner
    - Opening remarks welcoming attendees
    - Recognize VIPs
    - Review past year's events
    - Present second award of evening (either Distinguished Public Service Award or Distinguished Business Leader Award) to keynote speaker (with Clayton and Rob)
    - Introduce person introducing keynote speaker
  - Following Gala Dinner
    - Thank you letters to speakers
- **Clayton Foulger (Co-Chair)**
  - At Reception for Board of Advisors/Executive Committee/Stake Representatives/BYU Staff
    - Opening remarks welcoming attendees and introducing speakers
  - At Gala Dinner
    - Remarks promoting silent auction
    - Explain Joy R. Korologos Scholarship Fund
    - Recognize Ann Korologos Bazzarone
    - Announce this year's recipients
- **Robert Woodhead (President)**
  - Prior to Gala Dinner
    - Sign contract with hotel
    - Oversee meal selection
  - At Gala Dinner
    - Remarks recognizing BYU staff/students/recruiters/hotel
    - Announce upcoming events
    - Introduce BYU Marriott School representative who will speak briefly about Marriott School accomplishments
    - Present first award (with Kay and Clayton)
    - Introduce person introducing first speaker
    - Sign hotel invoice at conclusion of dinner
  - Following Gala Dinner
    - Prepare thank you letters to executive committee/stake representatives
    - Mail Washington bust to award recipient(s) with thank you letter prepared by Kay
    - Pay Marriott bill
- **Ann Santini (LDS International Affairs Director)**
  - Oversee diplomatic invitations
- **Other**
  - Editing of materials/approvals (Kay/Rob)
  - Finalize seating (sponsor and stake attendees)/VIPs and hosts/students (All)

**Activities Committee**

- Recommend/coordinate musical number or other presentation
- Manage silent auction (obtaining donations/conducting auction)
- Prepare thank you letters to donors