



# Virtual Gala Roster & Roles

 **The {VIRTUAL} Gala Team**

{{Organization}}  
{{Contact}}  
{{Email}}

<b>ROLE</b>	<b>NAME</b>	<b>COMPANY</b>	<b>PHONE</b>	<b>EMAIL</b>
Event Captain				
Credible Leader				
Chat Promoter				
Host/ Auctioneer				
Gala Consultant				
Mobile Bidding Manager				
Production Manager				
Content Manager				
Social Media Manager				
Tech Support				

# Roles filled by the ORGANIZATION

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- **Event Captain:** This person is the center point of planning for the organization. All decisions run through them. They are responsible for all communication to all parties involved, building the script and power-point slides, and making sure all parties are up to date.
- **Credible Leader:** This person is the representative for the organization during the event that the donors/community will immediately recognize and find credible. They will be LIVE during the event and participate in the paddle raiser alongside the Auctioneer.
- **Chat Promoter:** This person will manage the comments during the event if there is a chat function. They will engage with the guests, acknowledge their comments, add promote messages like bidding information, hashtags, etc. They will have access to our “Chat Prompts” document.
- **Social Media Manager:** This person is responsible for managing the social media on behalf of the organization. They will manage all the posts prior to, during and after the event.
- **\*Tech Support:** This person will answer phone calls and/or emails during the event if guests have any technical issues.

*\*Can be filled by the Organization, Mobile Bidding Company, or Production Company.*

# Roles filled by...

## THE GALA TEAM

- **Host/Auctioneer:** This person will lead the event as an Emcee and conduct the fundraising for the paddle raiser and/or live auction. They are LIVE during the event.
- **Gala Consultant:** This person will guide the organization through the planning process of the event. They lead the
  - Strategy Meeting
  - Final Details Call
  - And facilitate the Zoom Dress Rehearsal.

During the event, they are in the background watching the event, the chats, and the bidding. Can help support the team or mitigate any issues.

## THE MOBILE BIDDING COMPANY

- **Mobile Bidding Manager:** This person is in charge of managing the mobile bidding platform leading up to and during the event. It may be a representative of the mobile bidding company or it might be someone in your organization who is trained to manage the software. They are responsible for communicating the bidding information to the Host/Auctioneer during the event.

*\*Can be filled by the Mobile Bidding Company or the Organization.*

# Roles filled by the PRODUCTION COMPANY

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- **Production Manager:** This person represents the Production Company (aka A/V Team). They likely will have a studio and all the equipment used to livestream the event. They will delegate assignments to their team members. They are in communication with the Event Captain, Gala Consultant, and Host/Auctioneer.
- **\*Content Manager:** This person is responsible for making sure the PowerPoint slides and videos are shown at the proper time during the event. All media will be sent to them and they will make sure it is formatted correctly and properly displayed in cohesion with the script during the event. If you are **NOT** using a production company (aka A/V Team), then this person will also run your PowerPoints and play your videos during the event.

*\*Can be filled by the Production Company or The Gala Team.*

# Questions?

Email us:  
[hello@thegalateam.com](mailto:hello@thegalateam.com)

Call us:  
720-507-4320

## Let's Keep in Touch!



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