

Board Member Gala Attendee Identification Worksheet

Board Member Name: _____

Date: _____

Instructions:

1. Fill in your name and the date below.
2. In the "Potential Attendee Information" section, add the details of each potential attendee, including their name, contact information (email/phone), and their relationship to you (board member).
3. Identify the reason for potential interest in attending the event, such as their connection to the cause, their previous involvement with the organization, or their interest in similar events.
4. Assess the likelihood of their attendance as High, Medium, or Low based on your knowledge of the potential attendee.
5. Repeat the process for each potential attendee, adding new rows as needed.
6. Review and update this worksheet regularly as you gather more information or identify new potential attendees.

Potential Attendee Information:

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

Name: _____

Contact Info (Email/Phone): _____

Relationship to Board Member: _____

Reason for Potential Interest: _____

Likelihood of Attendance: High / Medium / Low

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Reason for Potential Interest: _____
Likelihood of Attendance: High / Medium / Low

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Reason for Potential Interest: _____
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