

# Board Member Memory Jogger Sheet

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructions:

1. As a board member, your connections and relationships can help identify potential attendees for the gala. Use this sheet as a memory jogger to spark your thinking about individuals who might be interested in attending.
2. Take a few moments to reflect on your personal and professional networks using the list below. Consider individuals who align with the gala's purpose and could benefit from any networking opportunities.
3. Write down the names of potential attendees, along with any relevant contact information and a brief note about their connection to you or the organization.

## **Memory Jogger:**

1. Name:

Contact Information:

Connection/Relationship:

Reason for Potential Interest:

2. Name:

Contact Information:

Connection/Relationship:

Reason for Potential Interest:

3. Name:

Contact Information:

Connection/Relationship:

Reason for Potential Interest:

4. Name:

Contact Information:

Connection/Relationship:

Reason for Potential Interest:

5. Name:

Contact Information:

Connection/Relationship:

Reason for Potential Interest:

6. Name:

Contact Information:

Connection/Relationship:

Reason for Potential Interest:

### **Places/Relationships:**

Here's a list of places/relationships that can help jog your memory when identifying potential attendees for the gala:

1. Work:

- Colleagues
- Managers or supervisors
- Employees from other departments
- Clients or customers
- Business partners or vendors

2. Professional Networks:

- Industry associations or organizations
- Business contacts from conferences or events
- Professional mentors or advisors
- Alumni networks

3. Community:

- Neighbors
- Local business owners
- Community leaders or influencers
- Members of clubs or organizations

- Local school faculty or staff

#### 4. Social Circles:

- Friends and acquaintances
- Family members
- Members of sports or hobby groups
- Classmates or alumni from schools or universities
- Parents from your children's activities or schools

#### 5. Religious or Faith-based Communities:

- Congregation members
- Church or temple leaders
- Volunteers or participants in religious organizations
- Interfaith groups or events

#### 6. Health and Wellness:

- Gym or fitness center members
- Healthcare professionals
- Support groups or therapy networks
- Yoga or meditation class participants
- Personal trainers or wellness coaches

#### 7. Philanthropic Networks:

- Nonprofit professionals or volunteers
- Donors or supporters of other causes
- Board members or committee members of charitable organizations
- Attendees of fundraising events or galas
- Members of philanthropic societies or clubs

#### 8. Social Media Connections:

- LinkedIn connections
- Facebook friends
- Twitter or Instagram followers
- Online communities or groups related to your industry or interests

Remember, these are just some examples to help jog your memory. You may have unique relationships and connections in various aspects of your life that could lead to potential attendees for the gala. Expand your thinking and consider individuals who align with the purpose and values of the nonprofit and would benefit from attending the event.