

# Top Print Planning Tips for Successful Fundraisers and Galas

Smart print planning helps fundraisers and galas run smoothly, look professional, and maximize donor engagement from start to finish.

Topics: [Printing](#)



Well-planned print materials make your gala or fundraiser feel polished, professional and organized. From the first invitation to the final thank-you card, thoughtful print planning helps reduce last-minute stress and ensures every detail supports your fundraising goals. Use this checklist to guide your event planning and keep your timeline, budget and messaging on track:

- **Start 8-12 weeks early:** Allow time for revisions and avoid rush fees.
- **Create a master list of every item needed:** Invitations, save the dates, programs, table tents, bid sheets, name badges, signage, sponsor packets and thank you cards.
- **Order extras:** Plan for 10% more invitations than you think you'll need, and 5% more programs to cover last-minute RSVPs.
- **Use consistent branding:** Standardize logos, colors and fonts across all materials.
- **Prioritize high-impact pieces:** Focus your budget on programs, signage and take-home materials first.
- **Choose quality paper:** Quality stock conveys seriousness; recycled options align with your values.
- **Include clear calls to action:** Make donation details, auction rules and RSVP information easy to find.

Thoughtful planning drives efficiency and helps your materials shine, fueling stronger fundraising outcomes.

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