
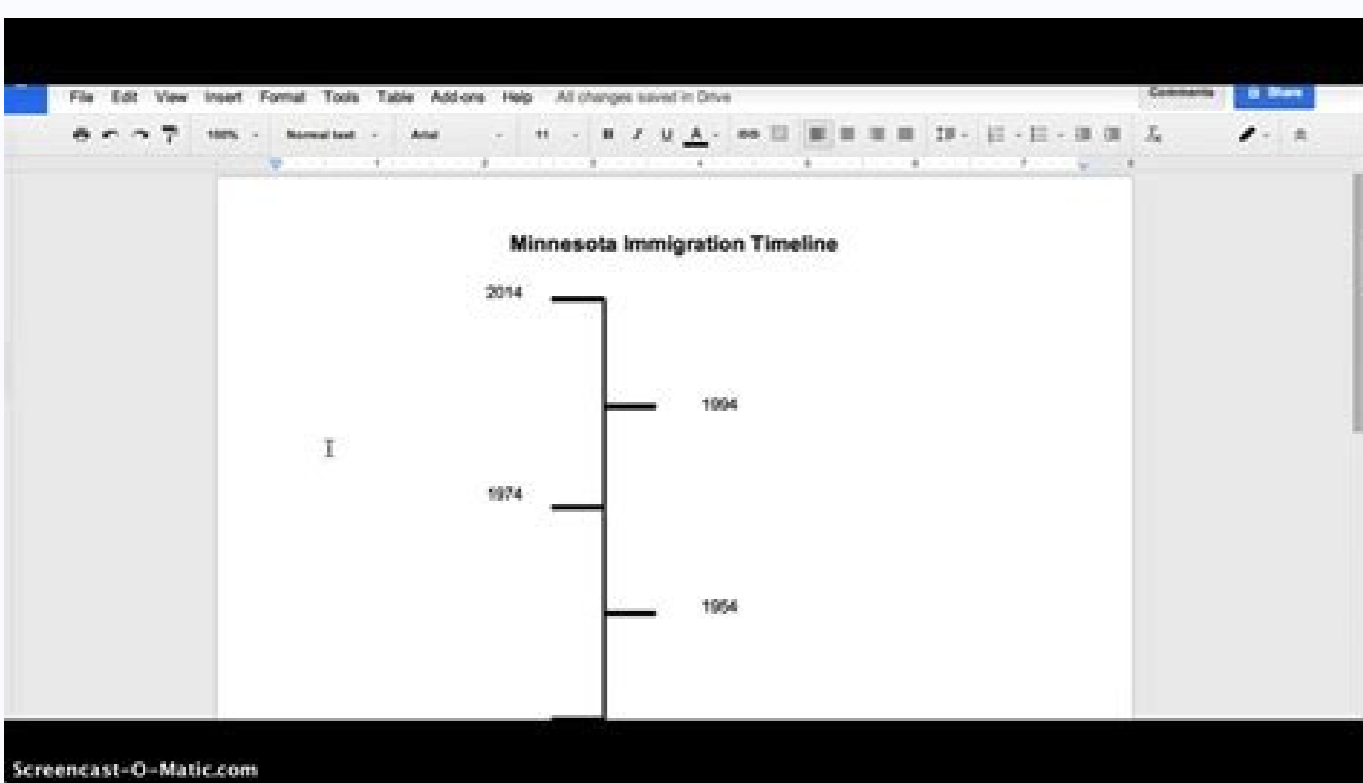


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Sample timeline of events template



Timeline and Checklist for Event Planning

Event Name:	
Date:	
Location(s):	
Planner/Prime:	
Description:	
Purpose:	
Time:	
# of Guests:	
VIPs:	

Three to four months before the event

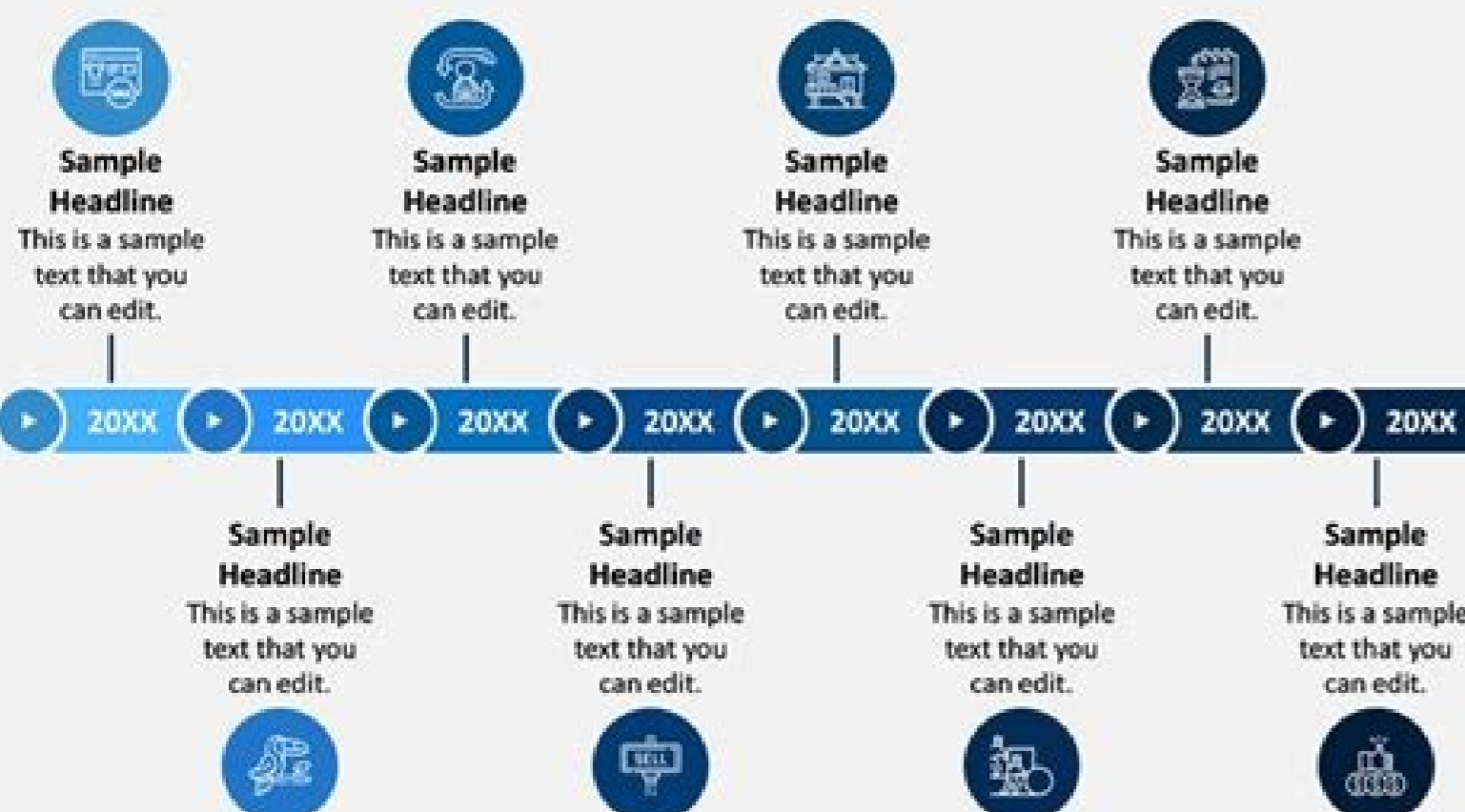
Activity	Person Responsible	Due Date
Establish planning group and appoint chair		
Hold planning meeting re event goals and details		
Establish responsibilities		
Determine funding and budget sources		
Reserve date on key attendees' calendars - follow protocol for requesting Chancellor or Provost participation		
Determine and reserve venue		
Confirm speaker and speaker needs		
Block hotel rooms for out of town speaker, VIP guests		
Determine guest list, request alumni data		

Two to three months before the event

Create and order save-the-date cards, invitations, response cards and related materials (i.e. map, etc), OR meet with Director of Communication or vendors to discuss print materials needed for event.		
Meet with Director of Communication to discuss publicity		
Draft program agenda		
Determine signage requirements (pedestrian & vehicle)		
Determine on-site registration procedures, including ushers		
Book event with caterer and establish preliminary menu		
Contact Transportation for parking assistance		
Contact Campus Police for safety and security assistance		
Contact Fleet Services for bus and car transportation		
Contact vendors as required for: tent, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations		
Mail save-the-date cards		

TIMELINES

Enter your sub headline here



Event Timeline Template

Add and Edit this to fit your events. Make one for each event and then use from year to year as possible

Item	Target Date	Completion Date
4-6 months before event or more depending on size of event Create Event Plan <ul style="list-style-type: none"> Who, What, Why, When Goals Connection to Plan of Work Financial Limitations Create a Budget <ul style="list-style-type: none"> Budget Tips and Tricks and Things to Consider: Go to the website Select Venue <ul style="list-style-type: none"> RFP Contract negotiation Signed Contract Book Speakers <ul style="list-style-type: none"> Speakers above \$600 require PSC (Link) May book before venue, if speaker is more critical than date or location Create Preliminary Agenda of Event Create Sponsor Packages if needed <ul style="list-style-type: none"> Create system for tracking sponsorships Send Potential Sponsors Materials Do a run through of selected venue if you are unfamiliar		
2-4 months before event or more depending on size of event Create promotional materials Build and Open Registration System Send Promotional materials to potential participants Contact caterers or facility to select menus Determine AV requirements <ul style="list-style-type: none"> Make arrangements with facility or others to ensure needs are met Determine Set up requirements <ul style="list-style-type: none"> Work with facility or others to ensure needs are met How do you want the tables 		

Event Timeline Template

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