

TIMELINE AND CHECKLIST FOR EVENT PLANNING

Event Name:	
Date:	
Time:	
Location(s):	
Registration Link:	
Planner/Prime:	
Description:	
Purpose:	
Tagline	
# of Guests:	
Emcee	
Speakers/Musicians	
Location Contact Information:	

ACTIVITY	PERSON RESPONSIBLE	STATUS (PENDING, N/A, COMPLETE)	DUE DATE	COMMENTS
18 months to 13 months before the event				
Determine event				
Determine sponsor(s)				
Determine beneficiary of event				

ACTIVITY	PERSON RESPONSIBLE	STATUS (PENDING, N/A, COMPLETE)	DUE DATE	COMMENTS
12 months to Six months before the event				
Determine musician/speakers				
Determine Emcee/Moderator				

ACTIVITY	PERSON RESPONSIBLE	STATUS (PENDING, N/A, COMPLETE)	DUE DATE	COMMENTS
Three to Six months before the event				
Establish planning group				
Hold planning meeting regarding event goals and details				
Establish roles and responsibilities of team				
Determine funding and budget sources				
Reserve date on attendees' calendars				
Determine and reserve venue				
Determine musician/speakers				
Determine Emcee/Moderator				
Determine beneficiary of event				
Promotion Date				

Go/Go No Date	Team			
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ACTIVITY	PERSON RESPONSIBLE	STATUS (PENDING, N/A, COMPLETE)	DUE DATE	COMMENTS
Six weeks before the event				
Create save-the-date cards, event website, event flyer and electronic invitations, program agenda				
Meet media outlets for promotion of event				
Determine online registration procedures				
Send the electronic save-the-date cards				
Determine the platform of event (Zoom, Facebook, YouTube, etc)				
Determine what licenses is needed for platform of event				

Four weeks before the event				
Approve final program/ agenda				
Approve speakers				
Create media invite				

ACTIVITY	PERSON RESPONSIBLE	STATUS (PENDING, N/A, COMPLETE)	DUE DATE	COMMENTS
Two weeks before the event				
Review staffing assignments for day of event				
Review planning documents with team/key players				
Create online video, if pre- recording of event				
Technical Review				

ACTIVITY	PERSON RESPONSIBLE	STATUS (PENDING, N/A, COMPLETE)	DUE DATE	COMMENTS
One week before the event				
Confirm speakers				
Confirm speakers needs/ requirements (links, handouts, etc)				
Test out the platform for event				
Create and provide Run of Show				
Create and provide Scripts for commenting				
Create online presentation schedule (set time, date)				
Create/update online survey				

ACTIVITY	PERSON RESPONSIBLE	STATUS (PENDING, N/A, COMPLETE)	DUE DATE	COMMENTS
24 to 48 hours before the event				
Send electronic invitations (logistics of attendees)				
Confirm speakers				
Confirm with attendees and send logistics information				
Confirm team roles and responsibilities				
Confirm changes to script				
Provide registration listing to stage manager				
Day of the event				
Have host and event planner log on to presentation platform at least 30 minutes before event				
Five to Seven days after the event				
Write thank you notes to speakers/musicians, volunteers, staff, and others as appropriate				
Complete Debrief Report				