

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

4-6 months before event or more depending on size of event		
Item	Target Date	Completion Date
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		