



SAMPLE EVENT TIMELINE
(Your Event Name)

Use this template as a planning tool for each fundraising event and update annually. Please edit/revise to fit the need of your event.

4-6 Months before event of 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 for Expenses and Revenue		
Select Venue <ul style="list-style-type: none"> • RFP • Contract Negotiation • Signed Contract 		
Book Speakers <ul style="list-style-type: none"> • 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

Item	Target Date	Completion Date
Create promotional materials		
Build and Open Registration System		

Send Promotional materials to potential participants		
Contact Caterers or Facility to Select Menus		
Determine roles/assignments and begin recruiting volunteer event support		
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 and chairs? • What facilitation materials are needed? • Internet/WiFi? • Access to Power? • Sound? 		

1-2 months before event or more depending on size of event

Item	Target Date	Completion Date
Double Check that all Contracts are Signed and Returned		
Review Speaker Assignments and Needs <ul style="list-style-type: none"> • Make sure there is someone from the committee assigned to host each presenter/speaker if there are multiple speakers • Determine the needs of the speakers- computer, projector, sound, microphone, etc. 		
Review Menus and setups- make sure they still work based on current registrations		
Monitor & Manage Registration List <ul style="list-style-type: none"> • Double check to ensure payments have been made 		

<ul style="list-style-type: none"> • Email billings to balance dues to try to collect all money before event • Answer participant questions 		
Start Assembling Materials <ul style="list-style-type: none"> • Educational Materials • Folders (if needed) • Create nametag template • Agendas • Invoices/paid receipts • Other materials 		
Do a final run through of the facility <ul style="list-style-type: none"> • Check on best layout for meals • Check for enough electrical outlets • Plan where you want registration • Let facility know who VIP's/Speakers are if appropriate • Confirm Guest List with venue if needed 		

10 to 15 Days Before Event

Item	Target Date	Completion Date
Create Checklist of what you need to pack for event (keep adding to it as event gets closer) <ul style="list-style-type: none"> • Start creating a pile of things that need to go with you in one spot so it is ready to go • Start tracking registrations each day canceling duplicates, double checking payments 		
Create Supply Box: <ul style="list-style-type: none"> • Tape • Scissors • Pens • Sharpie Markers • Thumb Tacks • Sticky Notes 		

<ul style="list-style-type: none"> • Memory Stick • Pins • Stapler, Staples • Paper • Receipt books • Batteries • Anything else you might need 		
Create hot list of critical phone numbers		
Create any signage needed for event		

3 Days Before Event

Item	Target Date	Completion Date
Create Mater Notebook <ul style="list-style-type: none"> • Run Registration List • Run Balance Due List • Run copy of invoices by number • Copy of all materials • Check list • Copy of all Contracts • Any detail lists or reports to make each section function 		
Make Name Tags (put with folders)		
Make stickers for tops of folders if needed- with name and information of participants		
Print Invoices (alpha order) and put in folders		
Turn in Guarantee's to facility (usually this is at the 3 business days before event time)		
Get Cash to make change if needed		
Reconfirm with speakers or if you have hosts touch base with hosts to ensure everything is all set with speakers		
Send Participant names to speakers if needed		
Type instructions for staff to work registrations or other stations (do a walk through in your head and add lots of details)		

Get presentations from the speakers, if possible, in order to preload them on the computer		
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1 Day Before Event

Item	Target Date	Completion Date
Pack all materials		
Pack extra packets, name badges, etc.		
Double check registration list and balance dues-update any invoices, etc.		
If possible, go over instructions with volunteers – best if done onsite		
Double check to do list- and make sure everything pre-event is complete		
Walk through event in your head think about challenges and solutions- make a list so if they arise you can quickly refer to the list to address it		
Preload any presentations onto the computer		

Days of Event (especially day 1)

Item	Target Date	Completion Date
Upload everything and Check in with venue/facility staff <ul style="list-style-type: none"> Ask for business cards or contact numbers 		
Get out your master notebook and follow your checklist		
Set up registration area		
Set up presentation rooms		
Welcome guests and handle registrations <ul style="list-style-type: none"> Accept payments Make note of those paying to follow up after event Answer questions as 		

needed		
Help speakers get set and comfortable with room		
Ensure all necessary AV equipment is in place and functioning correctly		
Run through each day in your head think about challenges and what solutions exist		
Double check that everything is set for each transition at least one before the transition happens to make sure everything is set		

After the Event

Item	Target Date	Completion Date
Follow up on Balance Dues		
Send out evaluation if not done onsite		
Write thank you letters to speakers, sponsors, donors, volunteers and others who need thank you letters		