

## TIMELINE FOR SMALLER EVENTS

*Make sure all the tasks connected with your type of event are included. Make it as comprehensive as possible.*

TIME FRAME	To Do List / TASKS	DONE ✓	NOTES
3 months out (Put in actual dates)	Hold committee/staff meeting – define goals and objectives, financial goals – Defined vision	<input type="checkbox"/>	
	Review Roles and Responsibilities	<input type="checkbox"/>	
	Create Budget, define audience	<input type="checkbox"/>	
Ten weeks out	Secure Site/facility, sign contracts	<input type="checkbox"/>	
	Start promotional material	<input type="checkbox"/>	
Nine weeks	Secure Speaker or entertainment	<input type="checkbox"/>	
Eight weeks	Start preparing menus	<input type="checkbox"/>	
	Design layout	<input type="checkbox"/>	
Seven weeks	Determine Meeting Format	<input type="checkbox"/>	
	Complete contract agreements	<input type="checkbox"/>	
	Edit promotional material	<input type="checkbox"/>	
Six weeks	Approve promotional material	<input type="checkbox"/>	
	Secure travel arrangements/information	<input type="checkbox"/>	
	Order food and beverage and a/v needs	<input type="checkbox"/>	
Five weeks	Print material and send out/place ad/put up flyers	<input type="checkbox"/>	
	Make travel arrangements for speakers/staff	<input type="checkbox"/>	
	Secure sleeping rooms	<input type="checkbox"/>	
Four weeks	Buy name badges/gifts/memorabilia	<input type="checkbox"/>	
	Confirm # of participants to appropriate people	<input type="checkbox"/>	
	Order flower / decorations	<input type="checkbox"/>	
Three weeks	Pay all deposits required	<input type="checkbox"/>	
Two weeks	Confirm participants	<input type="checkbox"/>	
	Finalize order for F/B and a/v	<input type="checkbox"/>	
	Finalize any travel arrangements	<input type="checkbox"/>	
	Create name badges / lists and signage	<input type="checkbox"/>	
One week out	Ship materials to site	<input type="checkbox"/>	
	Send final numbers of participants for /f/b, a/v	<input type="checkbox"/>	
	Rehearse on-site personnel	<input type="checkbox"/>	
	Review all confirmations	<input type="checkbox"/>	
Day before	Review all events, do a run through	<input type="checkbox"/>	
	Establish on-site presence	<input type="checkbox"/>	
	Hold pre-conference with faculty	<input type="checkbox"/>	
	Check to see if all your materials have arrived	<input type="checkbox"/>	
	Set up Registration	<input type="checkbox"/>	