

EVENT MANAGEMENT TIMELINE

Project: Annual Corporate Gala 2024
Print Date: Oct 24, 2023

Phases & Tasks

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

- Venue Sourcing & Booking
- Vendor Negotiations
- Marketing & Ticket Sales
- Speaker Coordination
- Event Logistics & Set-up
- Post-Event Reporting