

ANNUAL CONFERENCE PLANNING TIMELINE

Event Date: _____ | Venue: _____

TIMELINE	KEY OBJECTIVES & TASKS	OWNER
12-10 Months Out	Define event goals and theme Establish preliminary budget Secure venue and date	Executive
9-7 Months Out	Launch Call for Speakers Open Early Bird registration Finalize catering and AV contracts	Marketing / Ops
6-4 Months Out	Confirm keynote speakers Finalize session agenda Open sponsorship applications	Programs
3-2 Months Out	Order signage and branded swag Review logistics with venue Launch heavy social media promotion	Marketing
1 Month Out	Finalize attendee counts Brief volunteer staff Print badges and programs	Operations

TIMELINE**KEY OBJECTIVES & TASKS****OWNER****Post-Event**

Distribute feedback surveys

Executive

Financial reconciliation

Post-mortem team meeting