

EVENT PLANNING TIMELINE

Project: Annual Corporate Summit

Target Date: _____ / _____ / 20____

PHASE	KEY OBJECTIVES & TASKS	OWNER	DONE
6-8 Months Out	Establish goals and budget Secure venue and primary dates Define event theme and branding	Exec Team	
4-5 Months Out	Finalize speaker lineup Launch registration website Source catering and AV vendors	Marketing	
2-3 Months Out	Begin social media promotion Confirm travel/lodging for VIPs Review floor plans and logistics	Logistics	
1 Month Out	Print signage and badges Finalize attendee count for catering Dry run of digital presentations	Ops Lead	
1 Week Out	On-site walk-through Team briefing and role assignment Final vendor payment processing	All Staff	
Post-Event	Distribute feedback surveys Budget reconciliation Post-event debrief meeting	Project Mgr	