

EVENT PLANNING MASTER TIMELINE

Event Name: _____

Event Date: _____

TIMELINE	ACTION ITEM	STATUS
Phase 1: Concept & Strategy (6-12 Months Out)		
Strategy	Define event goals and objectives	Pending
Finance	Establish preliminary budget	Pending
Logistics	Research and book venue	Pending
Phase 2: Core Logistics (3-6 Months Out)		
Vendors	Contract caterers, A/V, and decorators	Pending
Marketing	Launch event website and registration	Pending
Programming	Finalize speakers or entertainment	Pending
Phase 3: Final Preparations (1 Month Out)		
Operations	Finalize floor plan and seating chart	Pending
Comms	Send reminder emails to attendees	Pending

TIMELINE	ACTION ITEM	STATUS
Production	Confirm final headcounts with caterer	Pending
Phase 4: Post-Event (1 Week After)		
Feedback	Send attendee post-event surveys	Pending
Finance	Settle all outstanding vendor invoices	Pending

Comprehensive Event Timeline Template • Internal Use Only