

MEETING PLANNING TIMELINE

Project: _____
Target Date: ___ / ___ / ___

TIMELINE PHASE	KEY DELIVERABLES & TASKS	COMPLETE
6-8 Weeks Out	<ul style="list-style-type: none">• Define goals and budget approval• Secure venue and catering services• Send "Save the Date" notifications	
4 Weeks Out	<ul style="list-style-type: none">• Finalize speaker lineup and agenda• Open formal registration• Order branded collateral/materials	
2 Weeks Out	<ul style="list-style-type: none">• Confirm final headcount with venue• Review A/V requirements and presentations• Print name badges and signage	
1 Week Out	<ul style="list-style-type: none">• Distribution of final briefing to staff• On-site walkthrough and tech check• Finalize seating charts	
Post-Event	<ul style="list-style-type: none">• Distribute feedback surveys• Expense reconciliation• Send thank-you notes to speakers	

ADDITIONAL NOTES: