

EVENT PLANNING MASTER TIMELINE

EVENT NAME _____

TARGET DATE _____

COORDINATOR _____

Timeline	Action Items & Milestones	Owner / Status
Phase 1: Concept & Strategy (6-12 Months Out)		
Initial Research	Define event objectives and KPIs	_____
Budgeting	Create preliminary budget and funding sources	_____
Venue	Site visits and contract execution	_____
Phase 2: Execution & Vendors (3-6 Months Out)		
Marketing	Launch website and early-bird registration	_____
Programming	Finalize speakers and entertainment lineup	_____
Logistics	Confirm catering, A/V, and decor rentals	_____
Phase 3: Final Countdown (1 Month Out)		
Operations	Walk-through with venue and core staff	_____

Timeline	Action Items & Milestones	Owner / Status
Production	Print badges, programs, and signage	_____
Phase 4: Event Day & Post-Event		
Execution	On-site registration and stage management	_____
Debrief	Post-event surveys and financial reconciliation	_____

Generated via Minimalist Event Template Tool