

EVENT PLANNING TIMELINE

EVENT: _____ DATE: _____

DONE	TIMELINE	TASK DESCRIPTION	NOTES
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PHASE 1: FOUNDATION

6-12 Months	Define event goals, budget, and estimated guest count		
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	Secure venue and finalize event date		
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PHASE 2: VENDORS & DESIGN

4-6 Months	Hire catering, photography, and entertainment		
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	Finalize event theme and design concept		
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PHASE 3: OUTREACH

2-3 Months	Send official invitations and open registrations		
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	Order signage, decor, and promotional materials		
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PHASE 4: FINAL LOGISTICS

1 Month	Confirm final headcounts with all vendors		
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DONE	TIMELINE	TASK DESCRIPTION	NOTES
	1 Week	Create detailed "Day-of" production schedule	