

EVENT PLANNING TIMELINE

EVENT: _____ DATE: ____ / ____ / 20____

TIMELINE PHASE	KEY DELIVERABLES & TASKS	COMPLETE
6-12 Months Before	<ul style="list-style-type: none">• Define event goals and objectives• Establish preliminary budget• Select and secure venue location• Identify and invite keynote speakers	•
4-6 Months Before	<ul style="list-style-type: none">• Launch event website and registration• Finalize catering menus and AV requirements• Open call for sponsors/exhibitors• Initiate marketing and PR campaign	•
2-3 Months Before	<ul style="list-style-type: none">• Finalize speaker travel and lodging• Order promotional materials and signage• Review registration numbers vs. targets• Draft detailed event minute-by-minute	•
1 Month Before	<ul style="list-style-type: none">• Finalize attendee list and seating charts• Conduct venue walkthrough with staff• Send final briefs to all vendors• Confirm volunteer and staff assignments	•
1 Week Before	<ul style="list-style-type: none">• Print name badges and registration kits• Final headcounts to caterers	•

**TIMELINE
PHASE**

KEY DELIVERABLES & TASKS

COMPLETE

- On-site logistics rehearsal
- Social media countdown launch

Post-Event

- Distribute attendee feedback surveys
- Final budget reconciliation
- Send thank you notes to sponsors/speakers
- Debrief meeting and impact report