

# FUNDRAISING EVENT PLANNING TIMELINE

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

## PHASE 1: STRATEGY & FOUNDATION 6 - 4 MONTHS PRIOR

TASK DESCRIPTION	DEADLINE	OWNER
Define event goals, budget, and target audience		
Secure venue and confirm event date		
Recruit planning committee and key volunteers		

## PHASE 2: PROMOTION & SPONSORSHIPS 3 MONTHS PRIOR

Launch sponsorship outreach and corporate packages		
Open early-bird ticket sales and registration		
Finalize catering menu and A/V requirements		

## PHASE 3: EXECUTION & LOGISTICS 1 MONTH PRIOR

Finalize guest list and seating chart		
Order signage, programs, and branded materials		
Conduct volunteer training and walkthrough		

## PHASE 4: WRAP-UP & STEWARDSHIP POST-EVENT

Send thank you notes to donors and sponsors		
Publish financial impact report and event photos		

