

MILESTONE CELEBRATION TIMELINE

Event Name: _____

Target Date: _____

PHASE	ACTION ITEMS	NOTES / RESPONSIBILITY
6 Months Out	Define event goals & budget Secure venue & date Draft initial guest list	
4 Months Out	Hire catering & entertainment Design invitations Launch event website/RSVP	
2 Months Out	Send official invitations Order commemorative awards/gifts Confirm decor & floral themes	
1 Month Out	Finalize script/program flow Review technical/AV needs Finalize menu & tastings	

PHASE	ACTION ITEMS	NOTES / RESPONSIBILITY
2 Weeks Out	Confirm final guest count Finalize seating chart Brief speakers & VIPs	
Event Day	On-site setup & sound check Welcome reception Milestone presentation	