

# SEQUENTIAL EVENT PLANNING TIMELINE

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

Target Date: \_\_\_\_\_

TIMELINE	REQUIRED TASKS & MILESTONES	LEAD	STATUS
<b>6-12 Months</b>	Define event goals and budget Secure venue and date Identify core planning committee		
<b>4-6 Months</b>	Confirm speakers/entertainers Launch marketing & early registration Finalize vendor contracts (Catering, A/V)		
<b>2-3 Months</b>	Review detailed logistics & floor plans Send invitations/press releases Order branded materials & signage		
<b>1 Month</b>	Finalize script/run-of-show Confirm RSVP counts with vendors Conduct volunteer briefing		
<b>Event Week</b>	On-site walkthrough & rehearsals		

**TIMELINE**

**REQUIRED TASKS & MILESTONES**

**LEAD**

**STATUS**

Print name tags and guest lists

Final payments & coordination

Additional Notes / Contingency Plans: