

EVENT PLANNING TIMELINE

Project Name: _____

PHASE 1: CONCEPT & STRATEGY (6-12 MONTHS OUT)

Define event goals and objectives

Target Date

Establish preliminary budget

Target Date

Select date and backup dates

Target Date

PHASE 2: VENUE & VENDORS (4-6 MONTHS OUT)

Secure venue and sign contract

Target Date

Hire catering and entertainment

Target Date

Launch marketing/invitation phase

Target Date

PHASE 3: DETAILS & LOGISTICS (2 MONTHS OUT)

Finalize guest list and RSVP tracking

Target Date

Order signage and promotional materials

Target Date

Confirm AV and technical requirements

Target Date

PHASE 4: THE FINAL PUSH (1 WEEK OUT)

Final headcount to caterer

Target Date

Print name tags and seating charts

Target Date

On-site walkthrough with team

Target Date