

EVENT NAME		DATE	
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BUDGET		VENUE	CONFIRMED <input type="radio"/>
EVENT MANAGER		CATERER	<input type="radio"/>
EVENT PARTNERS		ENTERTAINMENT	<input type="radio"/>
		GUEST SPEAKER	<input type="radio"/>

TIMING	TASK	RESPONSIBLE	DUE DATE	BUDGET	ACTUAL COST	COMPLETE
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Event planning

6 – 4 months before	SET EVENT OBJECTIVES & BUDGET					<input type="radio"/>
	SET DATE & TIME					<input type="radio"/>
	BOOK VENUE* / CATERING					<input type="radio"/>
	FIND EVENT PARTNERS TO CO-HOST THE EVENT					<input type="radio"/>
4 months before	SOURCE RELEVANT SPEAKERS OR/AND ENTERTAINMENT AND CHECK THEIR AVAILABILITIES					<input type="radio"/>
3 months before	CREATE AN EVENT PROGRAM					<input type="radio"/>

Marketing and promotion

3 months before	CREATE A MARKETING PLAN					<input type="radio"/>
	DESIGN PROMOTIONAL MATERIAL AND ADVERTISEMENTS					<input type="radio"/>
2 months before	PRINT BROCHURES, BANNERS AND ANY OTHER PROMOTIONAL MATERIAL					<input type="radio"/>
	PROMOTE YOUR EVENT IN LIBRARIES AND OTHER LOCAL BUSINESSES					<input type="radio"/>

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Marketing and promotion (cont.)

1 month before	PROMOTE YOUR EVENT IN YOUR WEBSITE AND SOCIAL MEDIA					<input type="radio"/>
	ADVERTISE EVENT IN LOCAL NEWSPAPERS AND RADIO STATIONS					<input type="radio"/>
	SEND OUT PRESS RELEASE TO LOCAL MEDIA OUTLETS					<input type="radio"/>
2 weeks before	DESIGN AND PRINT EVENT SIGNAGE					<input type="radio"/>
1 week before	PRINT EVENT PACKS WITH MARKETING COLLATERAL FOR ATTENDEES					<input type="radio"/>
2 days before	PREPARE GIFT BAGS					<input type="radio"/>

Invitations and registration

1 month before	CREATE AN INVITATION LIST					<input type="radio"/>
	DESIGN ELECTRONIC INVITATIONS & REMINDERS					<input type="radio"/>
	DESIGN AND PRINT PHYSICAL INVITATIONS (IF NEEDED)					<input type="radio"/>
	SEND OUT SAVE-THE-DATES TO YOUR LIST (AND PARTNER'S LIST)					<input type="radio"/>
	CREATE AN ONLINE REGISTRATION FORM TO COLLECT RSVPS					<input type="radio"/>
	SEND OUT FORMAL INVITATIONS					<input type="radio"/>
1 week before	SEND REMINDERS TO THOSE WHO HAVEN'T RSVP YET					<input type="radio"/>
1 day before	SEND REMINDERS TO THOSE WHO HAVE ACCEPTED THE INVITATION					<input type="radio"/>
1 day after	SEND THANK-YOU EMAIL TO YOUR ATTENDEES					<input type="radio"/>

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Event logistics

<i>1 month before</i>	HIRE AUDIO-VISUAL EQUIPMENT					<input type="radio"/>
	HIRE PHOTOGRAPHER/VIDEO PHOTOGRAPHER					<input type="radio"/>
	HIRE WAITERS, TABLES, GLASSWARE, ETC					<input type="radio"/>
	DECIDE MENU WITH CATERER					<input type="radio"/>
<i>1 week before</i>	ORGANISE CLEANERS FOR AFTER THE EVENT					<input type="radio"/>
	CONFIRM NUMBERS TO YOUR CATERER					<input type="radio"/>
	CONFIRM TIME AND ADDRESS WITH ALL SUPPLIERS, INCLUDING SPEAKER					<input type="radio"/>
<i>1 day before</i>	PRINT NAME TAGS AND REGISTRATION LIST					<input type="radio"/>
	PREPARE A RUNNING SHEET FOR YOUR EVENT					<input type="radio"/>
<i>On the day</i>	SET-UP ROOM					<input type="radio"/>
	BRIEF THE STAFF					<input type="radio"/>

Post event

<i>2 months before</i>	CLOSE OFF FINAL BUDGET AND MAKE OUTSTANDING PAYMENTS					<input type="radio"/>
<i>1 week before</i>	SEND THANK YOU LETTERS TO STAFF AND SPEAKERS					<input type="radio"/>
<i>1 day before</i>	EVALUATION AND DEBRIEF WITH EVENT PARTNERS					<input type="radio"/>
<i>A few days after</i>	POST PHOTOS OF THE EVENT ONLINE					<input type="radio"/>