

# National Volunteer Week

April 12-18, 2015

*Volunteers are part of the ripple effect.*

## Event Planning: Budget & Timeline Template

EVENT NAME: \_\_\_\_\_

	STATUS	BUDGET	ACTUAL COST	LEAD	DUE DATE
<b>PLANNING</b>					
Determine the "main event"					
Design Event Scenario (see template)					
Book the Venue					
<b>COMMUNICATIONS &amp; PROMOTION</b>					
Banners/Posters					
Programs & other hand outs					
PSAs & other advertising					
Media release					
Social media					
<b>GUESTS</b>					
Create guest list					
Design invitations (include RSVP date)					
Deliver invitations (3 weeks prior)					
Design reminder note					
Deliver reminder note (week of event)					
Design thank you cards/emails					
Deliver thank you cards/emails					
<b>Audio Visual Requirements</b>					
Obtain necessary equipment					
Book guest speakers					
Set up monitor/screen/microphone					
Test Slideshow/video/audio before event					
Other activities					