



## Event Timeline – Back Dating Schedule

| Tasks needed 6 to 12 months prior to event/program  | Assigned to | Date Assigned | Date Needed | Completed |
|---|-------------|---------------|-------------|-----------|
| Determine the goal and need for the event   |             |               |             |           |
| Define the event  |             |               |             |           |
| Select event name   |             |               |             |           |
| Determine theme   |             |               |             |           |
| Define target audience  |             |               |             |           |
| Set date, time and location   |             |               |             |           |
| Develop budget  |             |               |             |           |
| Assess manpower   |             |               |             |           |
| Form committees   |             |               |             |           |
| Create contact lists with departments, phone #'s & email addresses  |             |               |             |           |
| Determine food and beverage options/costs   |             |               |             |           |
| Establish marketing plan  |             |               |             |           |
| Book entertainment  |             |               |             |           |
| Verify the limitation (campus rules) for catering and food at the event/program. Are you required to use campus catering? |             |               |             |           |
| Draft budget and assess available upfront funding   |             |               |             |           |
| Draft news release, listserve emails, & calendar listings   |             |               |             |           |
| Get bios on VIPs and others needed  |             |               |             |           |
| Meet with police concerning security  |             |               |             |           |
| Determine volunteer needs   |             |               |             |           |
| Begin soliciting volunteer needs  |             |               |             |           |
| Coordinate additional needs (SA tech, fundraising approval, etc. )  |             |               |             |           |
| Tasks needed 3 to 6 months prior to event/program   | Assigned to | Date Assigned | Date Needed | Completed |
| Set schedule for committee meetings   |             |               |             |           |
| Review designs for posters & flyers   |             |               |             |           |
| Prepare final copies of budget, news release and bios   |             |               |             |           |
| Determine site needs and contract for services  |             |               |             |           |
| Determine communication needs   |             |               |             |           |
| Order food and drinks for volunteers and sponsors for the day of event  |             |               |             |           |
| Set menu for event catering   |             |               |             |           |
| Select and order award/trophies   |             |               |             |           |
| Tasks needed 2 months prior to event/program  | Assigned to | Date Assigned | Date Needed | Completed |
| Finalize transportation, accommodations for VIPs  |             |               |             |           |
| Finalize contracts for decorations, rentals   |             |               |             |           |



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| Determine campus safety needs/community emergency response/etc.                               |                    |                      |                    |                  |
| Determine number and location of needed signage   |                    |                      |                    |                  |
| All chairpersons review plans   |                    |                      |                    |                  |
| Review & revise budget  |                    |                      |                    |                  |
| Review task assignment  |                    |                      |                    |                  |
| Press release announcing event  |                    |                      |                    |                  |
| Order t-shirts for participants and volunteers  |                    |                      |                    |                  |
| Print and distribute event promotional material   |                    |                      |                    |                  |
| Order banners and signs   |                    |                      |                    |                  |
| <b>Tasks needed 1 month prior to event/program</b>  | <b>Assigned to</b> | <b>Date Assigned</b> | <b>Date Needed</b> | <b>Completed</b> |
| Finalize venues (i.e., maps, directions, and site needs)                                      |                    |                      |                    |                  |
| Conduct walk through of sight   |                    |                      |                    |                  |
| Host volunteer orientation  |                    |                      |                    |                  |
| Notify businesses and residents   |                    |                      |                    |                  |
| Place newspaper ads   |                    |                      |                    |                  |
| Compile contents list for VIP welcome kits  |                    |                      |                    |                  |
| Confirm host/registration staff and schedule  |                    |                      |                    |                  |
| Give caterer estimate for number of participants  |                    |                      |                    |                  |
| <b>Tasks needed 2 weeks prior to event/program</b>  | <b>Assigned to</b> | <b>Date Assigned</b> | <b>Date Needed</b> | <b>Completed</b> |
| Arrange to meet VIPs train/airport/hotel  |                    |                      |                    |                  |
| Confirm transportation (airline, bus, train, limo, car)                                       |                    |                      |                    |                  |
| Confirm lodging   |                    |                      |                    |                  |
| Prepare transportation and lodging checklist (flight number, airline, who meets flight, etc.) |                    |                      |                    |                  |
| Confirm security  |                    |                      |                    |                  |
| Prepare welcome packets for VIPs  |                    |                      |                    |                  |
| Schedule deliveries of equipment, rentals   |                    |                      |                    |                  |
| Meet with committee chairs & staff  |                    |                      |                    |                  |
| Confirm setup time with site  |                    |                      |                    |                  |
| Finalize plans for room design  |                    |                      |                    |                  |
| Meet with chair and staff for finalizing plans  |                    |                      |                    |                  |
| <b>Tasks needed 1 week prior to event/program</b>   | <b>Assigned to</b> | <b>Date Assigned</b> | <b>Date Needed</b> | <b>Completed</b> |
| Comprehensive staff/volunteer meeting to determine any changes                                |                    |                      |                    |                  |
| Meet with volunteer coordinators  |                    |                      |                    |                  |
| Review all confirmations  |                    |                      |                    |                  |
| Confirm # attending   |                    |                      |                    |                  |
| Name three volunteers to assist with emergencies  |                    |                      |                    |                  |



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| Finalize registration materials   |                    |                      |                    |                  |
| Schedule return of rented/loaned equipment  |                    |                      |                    |                  |
| Reconfirm event/program site, hotel rooms and transportation                                    |                    |                      |                    |                  |
| Finalize catering   |                    |                      |                    |                  |
| Finalize snacks/meals for confirmed volunteers  |                    |                      |                    |                  |
| Distribute more posters   |                    |                      |                    |                  |
| Hold final walk-throughs  |                    |                      |                    |                  |
| Schedule rehearsals/volunteer assignments   |                    |                      |                    |                  |
| Cut checks for payments   |                    |                      |                    |                  |
| <b>Day before event</b>   | <b>Assigned to</b> | <b>Date Assigned</b> | <b>Date Needed</b> | <b>Completed</b> |
| Set up event headquarters   |                    |                      |                    |                  |
| Lay out clothes for event/program   |                    |                      |                    |                  |
| Make sure all checks are ready  |                    |                      |                    |                  |
| <b>Day of Event</b>   | <b>Assigned to</b> | <b>Date Assigned</b> | <b>Date Needed</b> | <b>Completed</b> |
| Arrive early to unpack inventory supplies, etc.   |                    |                      |                    |                  |
| Have an evaluation/assessment ready to distribute   |                    |                      |                    |                  |
| Keep a headcount during the program   |                    |                      |                    |                  |
| Check for VIPs in place with scripts  |                    |                      |                    |                  |
| Set up volunteer areas early  |                    |                      |                    |                  |
| Set up registration area  |                    |                      |                    |                  |
| Check sound/lighting  |                    |                      |                    |                  |
| Hold rehearsal  |                    |                      |                    |                  |
| Review details with caterer   |                    |                      |                    |                  |
| Review emergency plan and campus safety involvement/placement                                   |                    |                      |                    |                  |
| Make final calls  |                    |                      |                    |                  |
| Greet guests  |                    |                      |                    |                  |
| Wander your venue to ensure all functions are running as planned                                |                    |                      |                    |                  |
| Tear down and clean up site   |                    |                      |                    |                  |
| <b>Post event/program</b>   | <b>Assigned to</b> | <b>Date Assigned</b> | <b>Date Needed</b> | <b>Completed</b> |
| Conduct site inspection   |                    |                      |                    |                  |
| Return supplies   |                    |                      |                    |                  |
| Send thank you letters  |                    |                      |                    |                  |
| Host follow up meeting with committees & volunteers to discuss program-take notes for next year |                    |                      |                    |                  |
| Analyze evaluation and assessment forms   |                    |                      |                    |                  |
| File appropriate funding reports  |                    |                      |                    |                  |



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