

Corporate Timeline Checklist

12-6 MONTHS BEFORE

- Decide event purpose.
- Choose a theme.
- Visit potential venues.
- Appoint an event coordinator / manager.
- Select committees / chairpersons.
- Get bids from local vendors.
- Finance committee drafts initial budget.
- Decide on admission cost.
- Create sponsorship amounts / levels.
- Compile mailing lists (individuals / businesses).
- Finalize event date + times.
- Select event vendors.
- Develop a rain plan, if event is outside.
- Invite VIPs
- Begin invitation design.
- Design event announcements.
- Create marketing + public relations schedule.
- Obtain local permits, licenses, insurance needed.

6-3 MONTHS BEFORE

- Begin monthly committee meetings.
- Write requests for funding from major donors.
- Finalize invitations, posters, t-shirts.
- Complete mailing lists for invitations.
- Order promotional items.
- Create public service announcements.
- Select menu for caterer + bar service.
- Secure permits + insurance.
- Finalize audio + visual contracts.
- Order awards + favors for guests / honorees.

2 MONTHS BEFORE

- Mail invitations.
- Distribute posters + flyers.
- Finalize transportation for staff + VIPs.
- Finalize contracts for decorations + rental items.
- Confirm TV + radio participation.
- Follow up with sponsors + donors.
- Review registration signs + directions.

1 MONTH BEFORE

- Assign staff + volunteers to specific tasks.
- Create site plans + timelines.
- Finalize guest numbers with all vendors.
- Phone follow up with ticket sales.
- Confirm transportation + hotel accommodations.

1 WEEK BEFORE

- Meet with all committees for last-minute details.
- Finish seating/table arrangements.
- Hold training sessions for staff + volunteers.
- Assign registration staff.
- Assign guest seating arrangements, if desired.
- Submit payments to all vendors.
- Schedule rehearsal.

DAY BEFORE

- Decorate event.
- Recheck all equipment + supplies needed.
- Have petty cash for ticket sales at the door.

EVENT DAY

- Arrive early.
- Review all equipment + supplies.
- Set up registration area.
- Reconfirm all staff + volunteer duties.
- Reconfirm with vendors the day-of timeline.
- Enjoy the event!