

ATTACHMENT E

Meeting Timeline

Advanced planning is crucial to the success of your meeting/event. You must construct a schedule and stick to it. There are just too many details and things to do to remember them all. This is a sample timeline for your use.

4 - 6 Months Before Event	Target Date	Completion Date
• Determine meeting objectives/goals		
• Prepare budget		
• Conduct site inspections		
• Book venue		
• Book keynote speakers/entertainment		
• Set preliminary agenda		
• Decide on theme		
• Contract necessary vendors (i.e. photographer, dj, etc.)		
2- 3 Months Before Event	Target Date	Completion Date
Confirm number of attendees		
Collect phone numbers, emails and addresses of participants		
Send out invitations and/or registration info		
Confirm speakers/panelists		
Confirm audio visual requirements		
Order corporate gifts/other giveaways		
1 – 2 Months Before Event	Target Date	Completion Date
Make sure all contracts are signed		
Review staff assignments		
Start assembling registration kits, badges, agendas, vouchers, leisure activity suggestions		
1 Month Before Event	Target Date	Completion Date
Review all menus, room setups, etc.		
Confirm attendee list		
Review checklists to make sure nothing has been forgotten		

10 Days Before Event	Target Date	Completion Date
Finalize menus		
Finalize audio visual equipment needs		
Review checklist again		
Update attendee list		
Prepare a 1-page "hot-list" of critical phone numbers		
Prepare name badges/tent cards		
Re-confirm outside vendors		
Day Before Event	Target Date	Completion Date
Review duties with staff members or onsite staff		
Assemble all attendees materials		
Pack all needed office supplies for registration desk		
1st Day of Event	Target Date	Completion Date
Bring your checklists and this form with you		
Have the attendee list properly alphabetized, set out at the registration table with name tags		
Bring extra name tags		
Finalize head count for every event		
Stay in contact with your Event Manager with any changes		
After the Event	Target Date	Completion Date
Pay the Bills		
Write thank-you notes and send gifts if necessary		
Complete expense report and compare to budget		
Create post-meeting report and submit		
NOTES:		