

Event Planning Timeline and Checklist

Event Name:	
Date:	
Location(s):	
Contact Person/Phone:	
Description:	
Purpose:	
Time:	
# of Guests:	
VIPs:	

Three to four months before the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init.
Establish planning group			
Hold planning meeting regarding event goals and details			
Establish responsibilities			
Determine funding and budget sources – Balloons (ASB)			
Reserve date with key attendees			
Determine date and reserve facility for day of event and from 3-11pm on the day before for setup (School Dude)			
Confirm speaker/partnerships/military/vendors			
Confirm equipment/technology needed. – Student sound system, & projector			
Identify and invite speakers (middle school principals, Freedom graduate, Board Members, Superintendent, Teacher of the Year)			
Contact Band and Choir			
Submit work order for setup of event: stage, tables, chairs, bleachers			

Two to three months before the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Create invitations for VIPs			
Let AP over counselors know about verification			
Draft program/agenda			
Determine if signage is needed - Leadership			
Secure Campus Supervisors			

Six weeks before the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Send out VIP invitations			
Determine if event will be able to be streamed (Steve)			

Four weeks before event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Approve final program/agenda			
Put in announcements for students to provide building counselor verification of acceptance to a college			
Prepare event signage			
Send electronic invitations			

Two weeks before the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Review staffing assignments for day of event			
Get Stefanie list of all participating seniors			
Email teachers to remind them of assembly			
Gather pens, table cloths, water on stage, balloons, & streamers			

One week before event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Send invitation to participating seniors			
Print signing letters			
Print table college markers with student names			
Staff reminder of event			
Create map of table markers based on who is going to which college			
Create passes for the students (2 colors: one for 4 yr college & one for 2 yr college)			

2 days before the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Create certificates and letters to sign			
Pass out passes to the students (done by Leadership)			

24 hours before the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Set up stage with banner, curtains, and skirt (M&O)			
Set up tables in "U" shape for participating seniors (Leadership)			
Put up all the pennants as decorations (Leadership)			
Put up streamers, posters, and balloons (Leadership)			

Day of the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Check location setup to include stage, chairs, tables, podium, mic, sound system			

Complete test run of streaming			
Check sound and lighting equipment with vendor(s)			
Ensure decorations are in place			
Place water at podium			

One to five days after the event

Meeting Date:

Time:

Place:

Activity	Person Responsible	Due Date	Date Compl/Init
Write thank you notes to speakers, volunteers, staff and others as appropriate			
Place on the marquee congratulating all the students and on the school website			