

## **Timeline to event**

**12 months before event:** Start thinking about your event. Identify committee roles and recruit key committee members. Identify location, date and develop a rough outline of your event. How will you promote it? Who is your audience? What is the purpose? Contact relevant city agencies now so there aren't last minute surprises. Consider contacting supporters or sponsors as early as possible. Many businesses plan their donations in advance.

**11-9 months before event:** Start booking entertainment. Your event isn't the only one happening at that time.

**9-4 months before event:** It might be good to start meeting monthly with your team. Short meetings will help everyone stay on task and on track and won't be burdensome for your committee members. This is a good time to discuss possibilities and what-ifs. Meet out in the community and bring a sign for the table inviting neighbors to get involved.

**3 months before event:** Touch base with participants, get vendors to start thinking about your event. Map your site.

**1 month before event:** Start advertising. Have local shops display your posters. Think about other ways to get the word out. You might feel the need to meet more often with your committee. Start lining up the volunteers for the day. Have shifts available throughout the day in key areas: setup, garbage duty, tear down.

**2 weeks before event:** Contact vendors again. Email them a map of layout where they will be and any relevant information, access. Contact vendors again. Begin gathering and checking materials and supplies.

**1 week before event:** Create sign in sheets, send out reminders to your volunteers.

**1 day before event:** Last minute errands (now rather than tomorrow), play the event out in your head.

**Day of:** Have fun! Be flexible!

**Afterwards:** Absolutely have wrap up meeting and be honest. Send thank you's to your volunteers and donors. Talk about what worked and what didn't. Make notes for next year. **Congratulate yourself for a job well done!**