

Event Planning Timeline Outline & Tips

CATEGORY	SUB-CATEGORY	TASK	MONTHS PRIOR	DAYS PRIOR
Logistics		Reserve date and location.	14	
Logistics	Finance	Create detailed event budget, get input from Committee members, and other key individuals. Reflect any significant changes. Use prior year's actual as starting point. Continually update and refer to budget during planning process.	13	
Logistics	General	Decide "basics" including costs, hours of operation, new ideas, etc...	13	
Marketing	Print	Develop print schedule for all local and regional publications. Reference this list throughout the planning period to ensure timely posting and ad submission.	12	
Marketing	Web	Post to appropriate horizontal websites e.g. Myspace, Facebook, YouTube, backfence, Craigslist etc. Post to appropriate and available geographical web sites e.g. local Chamber of Commerce, local newspaper, City or municipality, downtown redevelopment, Visitor & Tourism (state and local). Vertical web sites e.g. musical genre (Blues, Jazz, etc.), running web sites, etc.. Get posted on Sponsor web sites!	12	
Marketing	Print	Develop or re-design logo. Update position statement or marketing slogan and/or "theme."	12	
Logistics	General	Prices & fees need to be finalized. Festival admission charge? Children free? Beer/Wine/Merchandise prices? Vendor fees?	12	
Sponsor		Obtain cash and in-kind corporate sponsorship. Present each sponsor with a proposal containing "activated" and creative promotional elements.	12	
Marketing	Print/Electronic	Schedule meetings with media for potential sponsorship and/or ad space.	12	

Event Planning Template Excel

SJ Ball



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