

## 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

**Allison Saget**



## **Event Planning Template Excel:**

**The Event Planning Toolkit** Linda Joyce Jones,2020-11-12 The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized reducing time wasting mistakes and inspiring creativity The Event Planning Toolkit provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises It provides the assistance you need to make your event a real hit Many people find the thought of planning an event to be an intimidating prospect They think they re not organized enough or they don t have the experience required to pull it off But whatever the occasion the path to success is straightforward it s a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget In this book you will not only learn how to manage your scope time and resources but also identify goals create a budget find the right venue assemble an effective team and much more Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way

**The Kaizen Event Planner** Karen Martin, Mike Osterling,2017-07-27 Kaizen Events are an effective way to train organizations to break unproductive habits and adopt a continuous improvement philosophy while at the same time achieve breakthrough performance level results Through Kaizen Events cross functional teams learn how to make improvements in a methodological way They learn how to quickly study a process

**Eventpreneur: Starting and growing an event planning business** Ajah Excel,2025-01-20 Do you have a passion for creating unforgettable experiences Ready to turn your creativity and organizational skills into a thriving business Eventpreneur Starting and Growing an Event Planning Business is your ultimate guide to building a successful career in the dynamic world of event planning From weddings to corporate events festivals to fundraisers the demand for skilled event planners has never been higher This book takes you step by step through launching and scaling your own event planning business Whether you re starting from scratch or looking to elevate your existing venture you ll gain the tools strategies and insider tips to succeed in this exciting industry Learn how to identify your niche attract high paying clients and craft seamless memorable events Discover the secrets of managing budgets building a reliable vendor network and marketing your business to stand out in a competitive market With actionable advice case studies and expert insights Eventpreneur helps you navigate challenges grow your client base and create a brand that people trust Packed with inspiration and practical guidance this book is your roadmap to turning your passion for planning into a profitable business Whether you dream of designing luxury weddings or producing large scale conferences Eventpreneur will show you how to make it happen It s time to step into the spotlight and build a business that brings people together and creates lasting memories Your journey as an eventpreneur starts here

**The Sports Event Management and Marketing Playbook** Frank Supovitz, Robert Goldwater,2024-10-15 Authoritative and accessible textbook on how to successfully plan and execute

live sports events with helpful learning aids included throughout This Third Edition of The Sports Event Management and Marketing Playbook is a timely and practical guide on how to successfully plan and deliver live sports events combining time proven processes and techniques with the many best practices tools and trends that have emerged in every facet of this expanding highly visible and ever innovating industry since the Second Edition was published in 2014 The book is structured as a step by step guide on how to begin the development creation and planning for a sports event and continues through management marketing production and ultimately the post event evaluation processes Real life illustrative case studies called Sideline Stories to elucidate key concepts are included throughout the text Each chapter concludes with a convenient summary called Post play Analysis to aid in information retention along with relevant skill building questions exercises called Coach s Clipboard instructors can use as student assignments Written by two respected and experienced industry practitioners in the sports event business The Sports Event Management and Marketing Playbook includes information on Revenue streams ranging from ticket sales sponsorship advertising and merchandise to participation fees grants and donations The event sponsor relationship covering what event organizers really want from sponsors and vice versa Guest management from selling tickets to hotel management and what to do if tickets are not selling Unexpected events including safety and security concerns and how to react to emergencies and crises efficiently and effectively Media partnerships covering how to campaign for attention and talk to the media With accessible and comprehensive coverage of the subject The Sports Event Management and Marketing Playbook serves as an excellent learning aid for students in advanced undergraduate and Masters courses in Sports Event Management Sports Marketing Hospitality Management and Sports Industry Management Part of The Wiley Event Management Series

**Events Marketing Management** Ivna Reic, 2016-09-19 This textbook provides students with an essential introduction to the theoretical underpinnings and practicalities of managing the marketing of events In order to market events effectively it is vital to consider marketing of events from the organiser s perspective and to link it to that of the consumers attending events As such this is the first book on the topic which reflects the unique characteristics of marketing in the Events industry by exploring both sides of the marketing coin the supply and the demand in the specific context of events The book takes the reader from core marketing mix principles to exploring the event marketing landscape to consumer experience and involvement with event marketing and finally strategies and tactics employed to manage the marketing activities related to events The use of technology importance of sponsorship and PR are also considered International case studies are integrated throughout to show practical realities of marketing and managing events and a range of useful learning aids are incorporated to aid navigation throughout the book spur critical thinking and further students knowledge This accessible and comprehensive account of Events Marketing and Management is essential reading for all students and future managers

*Festival and Special Event Management* Johnny Allen, William O'Toole, Robert Harris, Ian McDonnell, 2008-01-02 Festivals and special events have grown

into a massive industry worldwide generating billions of dollars for regional centers states and countries Festival and Special Event Management provides a comprehensive overview of the theory and procedures essential to managing festivals and special events Australian authors

**Church Administration and Finance Manual** Otto F. Crumroy, Stan Kukawka, Frank M. Witman, Paul D. Witman, 2023-09-19 A field tested guide to the management and finance of church congregations revised for a new generation Clergy are generally equipped to preach and provide spiritual care But when it comes to budgets insurance fire safety and church management many find themselves at a loss The Church Administration and Finance Manual is the classic guide to running a church written to answer key questions for clergy and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more This revised edition offers guidance on many new topics that are of vital importance to churches including protecting children information security approaches to preventing and responding to violence planned giving social media and hybrid work and worship Whether clergy are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish

Let's Have a Sales Party Gini Graham Scott, 2013-05-08 LET S HAVE A SALES PARTY provides a complete step by step guide on how to make money and have fun by selling your products or services at a party It offers tips for both newcomer and old timers seeking to expand the business The book includes tips on how to choose your product and company develop your sales pitch recruit prospects for your party plan a great party increase your sales expand your business by creating a sales organization use advertising and PR to find hosts and customers develop a presentation and a marketing campaign find a host choose a location and plan the menu master a solid sales pitch and take orders get referrals confirm orders and manage deliveries avoid scams and choose a reputable company Plus it includes a directory of major party plan companies

**Events Management** Glenn Bowdin, William O'Toole, Johnny Allen, Rob Harris, Ian McDonnell, 2006-03-15 Events Management second edition provides an introduction to the principles and practices associated with planning managing and staging events The book Introduces the key concepts of event planning and management Discusses the key components for staging an event and covers the whole process from creation to evaluation Examines the events industry within its broader business context Provides an effective guide for producers of events Contains learning objectives and review questions to consolidate learning Now in its second edition this successful text has been fully revised and updated to include new case studies and chapters on event tourism project management of events strategic marketing and issues and trends It is full of real life case studies which illustrate key concepts and place theory in a practical context Examples include the Edinburgh International Festival Glastonbury Festival Vodafone Ball MTV Awards Notting Hill Carnival T in the Park and the Daily Mail Ideal Home Show Events Management is the must have introductory text providing a complete A Z of the principles and practices associated with planning managing

and staging events Events Management is supported by a website <http://em.worldofevents.net> which includes updates downloadable figures from the book and an online history of events together with links to websites and other resources for both students and lecturers

**Microsoft Office Excel 2007 for Project Managers** Kim Heldman, William Heldman, 2007-01-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You'll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you'll discover techniques hints and examples you can use immediately

**The New Teacher's Handbook** Gary M. Garfield, 2000 Educational resource for teachers parents and kids

**Managing with Microsoft Project 2000** Lisa Bucki, 2000 From scheduling resources to monitoring costs to improving communications via the Internet this book shows readers the direct route to profitability using Microsoft's best selling Project 2000 Readers quickly learn the best methods to cut costs get more done with fewer team members and build a track record of timeliness and reliability

Library Programming Made Easy Michelle Demeter, Haley K. Holmes, 2019-04-30 Libraries are always looking for new ways to engage with their patrons and well planned programming is one way to accomplish this goal Library programming accomplishes this Successful programming can be found in offering a variety of events focusing activities on specific constituents and providing meaningful library experiences It can also be seen in advertising social media and the careful planning and execution of programs that ensure high quality engagement and participation This book provides in depth practical advice and examples of public and academic library programming activities Included in this volume are methods for identifying target audiences activities and ways to find and generate even more ideas tools for assessment and budgeting and tips on planning programs from inception to execution Chapters include Making a Case for Programming Discovering the Best Programs for Your Library Finding Programming Partners Funding and Budgeting Getting Organized and Executing Programs Advertising Your Programs for Success Public and Academic Library Programming Assessment and Evaluation Libraries use programming to build and maintain strong partnerships and collaborative opportunities that actively engage their users In addition to these community building measures programming can provide assessment tools that help inform future decision making within the library environment while also assuring quality events and activities Use this book to attract new patrons highlight library services and resources and showcase the overall quality and value of your library

**The Marketing Performance Blueprint** Paul Roetzer, 2014-08-04 Discover what's possible when the art and science of marketing collide The Marketing Performance Blueprint is an actionable and innovative guide to unlocking your potential as a marketer and accelerating success for your business With an eye toward the marketing industry's rapid evolution this book focuses on the processes technologies and strategies that are redefining the marketing environment Step by step you will learn how to build performance driven organizations that exceed ROI expectations and outpace the competition Companies

are demanding a more technical scientific approach to marketing and this guide provides the key information that helps marketing professionals choose the right tools and recruit the right talent to more effectively build brand generate leads convert sales and increase customer loyalty Marketers are facing increased pressure to connect every dollar spent to bottom line results As the industry advances the tremendous gaps in talent technology and strategy leave many professionals underprepared and underperforming The Marketing Performance Blueprint helps bridge those gaps Align marketing talent technology and strategy to reach performance goals Drive digital marketing transformation within your organization Recruit train and retain a modern marketing team Propel growth through digital savvy marketing agency partners Adapt more quickly to marketing technology advancements Create connected customer experiences Turn marketing data into intelligence and intelligence into action Devise integrated marketing strategies that deliver real business results The marketers who will redefine the industry in the coming months and years will never stop challenging conventional knowledge and solutions Whether in terms of evolved talent advanced technology or more intelligent and integrated strategies these driven professionals will be in demand as the pioneers of the new marketing era The Marketing Performance Blueprint helps marketers blaze a trail of their own by providing a roadmap to success

**Event Planner: How to Start a Full Service Event Planning Business** J.H. Dies, 2017-11-21 A new guide to the Event Planner Business from best selling award winning author J H Dies who has written more than ten books on event planning Whether you are looking to begin in the event planning business or trying to plan your own event with true professionalism book includes everything required to build and create your own brand as an exclusive event planner This book includes Initial consultation interview notes How to build a wedding planner portfolio How to charge for your services Example contingent hourly and flat fee contracts Wedding theme ideas Detailed wedding planning checklist with chronology Venue qualification checklist How to market your wedding planning business Food and beverage planning tools Alcohol consumption planning and pricing tools Wedding budget checklist with excel spreadsheet Wedding tipping conventions Linen planning tool Seating planning tool Reception planner and contact tool Guest list management tool Dance floor and entertainment planning tools Vendor management tools Invoice templates Photographer and florist interview questions Flower planning tool Event planning templates for bar bat mitzvah s golf tournaments corporate events and more This event planner business guide is filled with useful up to date ideas for building your business from the ground up even if you do not have a store front As your business grows this guide will provide insights to help including invaluable advice on how to build the business with venues rentals and more The reader will learn how to set up the business market it meet with clients and design the perfect event with step by step checklists budgets guides contracts and planning tools used by event planners every day Make money working for yourself from a rewarding business helping people that you can start at home or on the side and build to a more than six figure career No special education or experience is needed to apply the principles of event planning One of many books published by

newbizplaybook publishing this manual is designed to teach you everything you need to know to be an exceptional consultant If you want to plan your own wedding or special event this book contains everything you need to produce the highest quality event money can buy even if you are on a budget You will learn how to prepare for and run events with realistic budgets extensive guest lists venue management and so much more Full courses on event planning and certifications can cost thousands but everything you need to be a successful planner is contained in this book *Large-Scale Construction Project Management* Yan Tan,2020-04-02 A majority of large scale construction and major infrastructure projects are funded by public funds from taxpayers However these projects are often subject to severe delays and cost overruns Large Scale Construction Project Management Understanding Legal and Contract Requirements introduces integrated approaches to project management and control mechanisms to effectively manage large scale construction projects It explains the contractual requirements and associated legal principles under the latest edition of the leading standard forms of contracts including FIDIC 2017 NEC4 and JCT 2016 It explains integrated project governance regarding time cost risk change contract management and more Further it discusses the legal issues of scheduling delays and disruptions regarding the Delay and Disruption Protocol Society of Construction Law as well as Forensic Schedule Analysis guidance American Association of Cost Engineering Features Provides strategies to effectively resolve disputes during construction projects Examines Quantitative Schedule Risk Analysis QSRA and Quantitative Cost Risk Analysis QCRA Introduces the most recent software and techniques used in managing large scale construction projects This book serves as a useful resource for project control and management professionals researchers in construction management and project management and students in building construction management and project management **Clinical Audit in Primary Care** Ruth Chambers,Gill Wakley,2018-05-08 Clinical audit is essential for demonstrating performance for the quality and outcomes framework of the GP Contract This completely up to date manual uses a practical how to do it approach linked directly to the GP Contract to make the undertaking of clinical audit a positive and rewarding exercise for both patient care and practice finance By using examples of clinical audit from around twenty different clinical fields Clinical Audit in Primary Care provides tips and advice that can be integrated into everyday practice The recommended process will enable managers doctors nurses and clinical staff to collect the data painlessly and to draw meaningful results from it Its principles will also provide practical guidance to pharmacists and others in the multidisciplinary team involved in clinical audit SharePoint 2010 Six-in-One Chris Geier,Cathy Dew,Becky Bertram,Raymond Mitchell,Wes Preston,Kenneth Schaefer,Andrew Clark,2011-01-14 A team of SharePoint authorities addresses the six most essential areas of SharePoint 2010 SharePoint enables Web sites to host shared workspaces and is a leading solution for Enterprise Content Management This book serves as one stop shopping for concise coverage on six key areas that you need to know in order to get up and running with SharePoint 2010 quickly After an introduction to the new features of SharePoint 2010 the author team of SharePoint experts walk you through branding



and customization workflow business connectivity services social networking and tools the search function and development basics so you can get started using SharePoint immediately SharePoint 2010 offers numerous exciting new features including advancements in user interface customization development improvements the benefits of Business Connectivity Services and much more Covers the primary functions of SharePoint as well as enhancements and new features of the latest version Reviews the SharePoint platform branding and customization workflow business connectivity services social networking tools development basics and more SharePoint 2010 Six in One helps you conquer the six key areas of SharePoint 2010 so that you can successfully take advantage of the Microsoft SharePoint platform     *The Event Marketing Handbook* Allison Saget,2006  
See     **Sexual and Intimate Partner Violence Prevention Programs Evaluation Guide** ,2007

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