

AA/PIRC Event Planning Timeline

Responsibilities	Pre-Planning	Week 1	Week 2	Week 3	Week 4	Day of Event	After the Event
<b>Program</b>	Decide on goals and mission of event	Brainstorm agenda and activities		Draft event schedule	Finalize agenda		Debrief and evaluate event with organizers
<b>Budget</b>	Create budget and proposal; contact fund sources; write and submit budget requests	Contact fund sources; write and submit budget requests		Contact Business Centers for funding transfers			Turn in receipts and invoices
<b>Co-Sponsors</b>	Contact potential sponsors and clarify each group's role and responsibilities					Acknowledge all sponsors in program	Write and send thank you card or email
<b>Speaker/ Entertainment/ Performer/Guest</b>	Check availability; agree on fee	Contact to fill out honorarium/travel forms; ask for any needs	Arrange travel and housing if necessary; send maps and directions		Check in with guest	Greet and host	Write and send thank you card or email
<b>Location</b>		Reserve location	Check space for set up; do a walk through		Pick up key	Set up, move furniture	Return key
<b>Audio/Visual</b>		Reserve equipment with Media Center	Decide on background music		Pick up key, or get code for media cabinet	Test equipment	Return key
<b>Food</b>		Decide on Menu	Submit Purchase Order request	Make Order		Pick up food	
<b>Volunteers</b>			Recruit volunteers	Finalize volunteer task list; delegate who does what	Volunteer Meeting	Sign in sheet or check-in; thank volunteers in program	Write and send thank you cards or email
<b>Materials</b>			Finalize list of materials and handouts (sign in sheets, newsletters, resource guides, pamphlets, name tags, event flyers, tape, markers, pens, etc.)	Buy supplies, make copies	Compile materials for sign in, handouts, name tags, displays, and supplies	Set up sign in table; post directional signs	
<b>Publicity</b>		Write press release; send save-the-date emails; design flyer; copy flyer; design evite	Make banners; send press release; send evites; post flyers on shuttle stops; send flyers to colleges	Post banners, deliver to colleges; post shuttle stops	Make class announcements; post shuttle stops	Send reminder email	
<b>NOTES</b>							