

## MASTER EVENT TIMELINE

### Day 365 – First Quarter

- Establish Steering Committee
- Select Chairman
- Select Honorary Chairman
- Establish: Purpose, Budget, Goal
- Set Site & Date
- Select Theme
- Mail out “Save the Date” Postcard
- Prepare Event Fact Sheet (Who, What, When, Where, Why)
- Develop Guest List

### Day 275 – Second Quarter

- Volunteer Kick-Off Party
- Procurement of auction items, door prizes, decorations, raffle items
- Update Guest List
- Mail Fact Sheet, Procurement Forms, Sponsorship Commitment Forms

### Day 185 – Third Quarter

- Recruit table captains (Invite prospects to Coffee, Wine Tasting, Dessert, Potato Bar Party or themed kick-off to promote the big event)
- Continue to procure items

### 90 Day – Fourth Quarter

- Procurement Push
- Create party buzz with lively club announcements
- Finalize sponsors
- Finalize catering/food/beverage

### 60 Day

- Invitation mail out
- Promotional push; e-mail hot sheets
- Procurement Deadline
- Mail Hot Sheet to Guests

### 30 Day Count Down

- Print and email or post on website Program/Catalog
- Event Detail Reservation Detail
- Gather & Deliver items
- Auction Bid Sheets

### Day Before

- Set up Auction/ Tables/Stage
- Decorations
- Sound System

### Event Day

- Centerpieces, flowers, balloons
- Registration
- Auction Bank
- Catering Checklist
- Breathe & Smile!

### Post Event

- Clean Up
- Thank You! Thank You! Thank You!
- Volunteers & Guests: Follow-up mailing with event results
- Volunteer Wrap Up Party
- Committee De-Briefing Critique
- Pass Notebook(s) to new Chairpersons