ANR CONFERENCE SERVICES
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES

MICHIGAN STATE UNIVERSITY

Event Timeline Template
Add and Edit this to fit your events. Make one for each event and then use from year to year as possible

4-6 months before event or more depending on size of event		
Item	**Target Date**	**Completion Date**
Create Event Plan • Who, What, Why, When • Goals • Connection to Plan of Work • Financial Limitations		
Create a Budget • Budget Tips and Tricks and Things to Consider: Go to the website		
Select Venue • RFP • Contract negotiation • Signed Contract		
Book Speakers • Speakers above $600 require PSC (Link) May book before venue, if speaker is more critical than date or location		
Create Preliminary Agenda of Event		
Create Sponsor Packages If needed • Create system for tracking sponsorships		
Send Potential Sponsors Materials		
Do a run through of selected venue if you are unfamiliar		

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2-4 months before event or more depending on size of event		
Item	**Target Date**	**Completion Date**
Create promotional materials		
Build and Open Registration System		
Send Promotional materials to potential participants		
Contact caterers or facility to select menus		
Determine AV requirements • Make arrangements with facility or others to ensure needs are met		
Determine Set up requirements • Work with facility or others to		

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- ensure needs are met
- How do you want the tables and chairs?
- What facilitation materials are needed?
- Internet?
- Access to Power?
- Sound?

1-2 months before event or more depending on size of event		
Item	**Target Date**	**Completion Date**
Double Check that all Contracts are signed and returned		
Review Speaker assignments and Needs • Make sure there is someone from the committee assigned to host each presenter/speaker if there are multiple speakers • Determine the needs of the speakers – computer, projector, sound, microphone, etc.		
˅ Menus and setups – make sure they still work based on current registrations		
Monitor and manage registration list • Double check to ensure payments have been made • Email billings to balance dues to try to collect all money before event • Cancel duplicates • Answer participant questions		
Start Assembling Materials • Educational Materials • Folders (if needed) • Create nametag template • Agendas • Invoices/paid receipts • Other materials		
Do a final run through of the facility • Check on best layout for meals • Check for enough electrical outlets • Plan where you want		

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registration • Let facility know who VIP's / Speakers are if appropriate • Confirm Guest List with Hotel if needed		

10 to 15 Days Before Event

Item	Target Date	Completion Date
Create Checklist of what you need to pack for event (keep adding to it as event gets closer) • Start creating a pile of things that need to go with you in one spot so it is ready to go • Start tracking registrations each day canceling duplicates, double checking payments		
Create Supply Box: • Tape • Scissors • Pens • Sharpie Markers • Thumb Tacks Sticky notes Memory stick • Pins • Stapler, staples • Paper • Receipt books • Batteries • Anything else you might need		
Create hot list of critical phone numbers		
Create any signage needed for event		

3 Days Before Event

Item	Target Date	Completion Date
Create Master Notebook • Run Registration List • Run Balance Due List • Run copy of invoices by number • Copy of all materials • Check list • Copy of All Contracts • Any detail lists or reports to make each section function		

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Make Name Tags (put with folders)		
Make stickers for tops of folders if needed – with name and information of participants		
Print Invoices (alpha order) and put in folders		
Turn in Guarantee's to facility (usually this is at the 3 business days before event time)		
Get Cash to make change if needed		
Reconfirm with speakers or if you have hosts touch base with hosts to ensure everything is all set with speakers		
Send Participant names to speakers if needed		
Type instructions for staff to work registrations or other stations (do a walk through in your head and add lots of details)		
Get presentations from the speakers, if possible, in order to preload them on the computer.		

1 Day Before Event

Item	Target Date	Completion Date
...ll materials		
Pack extra packets, name badges, etc.		
Double check registration list and balance dues – update any invoices, etc.		
If possible, go over instructions with volunteers - best if done onsite		
Double check to do list – and make sure everything pre-event is complete		
Walk through event in your head think about challenges and solutions – make a list so if they arise you can quickly refer to the list to address it		
Preload any presentations onto the computer.		

Days of Event (especially day 1)

Item	Target Date	Completion Date
Unload everything and Check in with hotel/facility staff • Ask for business cards or contact numbers		
Get out your master notebook and follow your checklist		
Set up registration area		
Set up presentation rooms		

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Welcome guests and handle registrations • Accept payments • Make note of those paying to follow up after event • Answer questions as needed		
Help speakers get set and comfortable with room		
Ensure all necessary AV equipment is in place and functioning correctly.		
Run through each day in your head think about challenges and what solutions exist		
Double check that everything is set for each transition at least one hour before the transition happens to make sure everything is set		

After the Event		
Item	**Target Date**	**Completion Date**
Follow up on Balance Dues		
Send out evaluation if not done onsite		
Write thank you letters to speakers and others who need thank you letters		
Pay invoices		
Budget with actuals		
esize evaluations		
Write MIPPRS Report		
Be sure to add to your check list anything you think you might have missed so you have it for next year		
Be sure to put your master notebook in order for next year		

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