

APPENDIX C EVENT TIME TABLE



Following is a suggested planning timeline for an event.

Date	Activity	Time needed for activity	Persons Responsible
	Hold first meeting of the planning group	At least 4-6 months prior to workshop	
	Choose dates, times	At least 4-6 months prior to workshop	
	Choose site	Anywhere from 3 months to 1 year (Meeting/conference facilities are typically booked 12 months in advance)	
	Recruit main sponsor or sponsors for the event	Anywhere from 3 months to one year. Sponsorship will determine size, length and scope of the workshop	
	Develop Call for Participants, draft workshop agenda, goals and objectives	Call should be sent 2-3 months before event. It is OK to avoid specifics about the agenda until closer to the workshop	
	Select participants, send out information on making travel arrangements	Six weeks prior to workshop	
	Send out pre-work to participants	One month prior to workshop	
	Finalize and send out agenda and detailed logistical information to participants	One month prior to workshop	
	Arrange for food and beverages – select menu for event	Start on this as soon as you have date and location secured	
	Send final count to caterers	Usually required 2-5 days before event	
	Hold the event	Breathe!!!	
	Send thank you notes	Within two weeks after workshop	