Event planning timeline

Week	-20	-19	-18	-17	-16	-15	-14	-13	-12	-11	-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	0	1	2	3	4						
	Set goals and budget																														
	Set theme, event title, data and time																														
				Confirm venue																											
				Confirm speakers																											
				Liaise with sponsors for their requirements																											
					Create graphics, copy, flyer, images, pre-event video teaser																										
						Add event to website																									
						Partner outreach																									
							Include in all newsletters																								
							Include in all meetings																								
								Add to social media																							
								Add to Eventbrite and Meetup																							
									Dedicated email																						
											Share Facebook and Twitter promo resources																				
											Confirm AV																				
											Confirm catering																				
													Dedicated email																		
															Press release																
															Facebook promo																
															Twitter promo																
															Local 'What's On' promo																
															Update speakers																
	Kevin Harrington																Dedicated email														
	https://www.kevinharrington.com																		Dedicated email												
																				Dedicated email											
																				Rehearsal/content sign off											
																					EVENT										
																						Thank you to speakers and attendees									
																							Debrief and review								