

Sample Timeline

- *Always start a timeline from the date of the event and work backwards.*
- *Schedule all meetings of the program team.*
- *With the help of the checklist, schedule tasks and deadline dates.*

EVENT: *End of the Year Awards Ceremony/Banquet*

EVENT DATE: *Wednesday, May 1, 2008*

TIME: *6:00* pm PLACE: *University Student Union*

<u>DATE:</u>	<u>TASK/ASSIGNMENT:</u>
5/1/08	Awards Ceremony/Banquet
4/28/08	Final meeting of the Awards Program Planning Team to tie up loose ends
4/24/08	Meet with campus officials to confirm tasks and complete last minute trouble shooting.
4/15/08	Awards Program Planning Team: reports on task assignments from member.
4/1/08	Have SLD Advisor sign off for final approval on PRC and submit to the USU Conference and Events Center
3/15/08	Slide show prepared. Awards Program Planning Team: reports on task assignments from members, review and update budget.
3/3/08	Flyers created and posted. Press releases submitted.
3/1/08	Invitations mailed. Decorations ordered.
2/28/08	Disk Jockey contracted
2/25/08	Food and refreshments ordered/contracted
2/20/08	Invitation selected and ordered
2/15/08	Equipment ordered. Awards Program Planning Team: reports on task assignments from members, review and update budget.
2/10/08	Guest list finalized
2/1/08	First meeting of Awards Program Planning Team for the semester. Program Checklist developed: assignment of tasks to members of the team
11/20/08	See SLD Advisor for PRC and schedule event at the USU Conference and Events Center
11/15/08	Student Organization meeting to brainstorm awards program ideas and select the date, determine the chair and members of the Awards Program Planning team. Budget designated.

POST EVENT TIMELINE:

5/3/08	Awards Program Planning Team meets to evaluate the program
5/10/08	Program manual compiled for next year's team
5/11/08	Thank you notes written and sent.