

# 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: *Saturday, May 1, 2010*

TIME: *6:00* pm      PLACE: *Ballrooms ABC - University Student Union*

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

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