

EVENT PLANNING TIMELINE SAMPLE

This may serve as a useful guideline when working out your event preparation timeline.

(To adjust as needed)

Time	Task	Person in-charge	Status	Remarks
4-8 weeks before event	Planning <ul style="list-style-type: none"> - Event objectives - Set date and time - Secure venue (if not the garden) - Create budget and obtain approval - Secure availability of Guest of Honour (if applicable) 			
	Programme <ul style="list-style-type: none"> - Develop programme outline - Identify presenters/facilitators for activities (if applicable) - Plan activity/workshop details - Prepare contingency plan (wet weather) 			
	Logistics <ul style="list-style-type: none"> - Create equipment and supplies list - Begin sourcing necessary items - Arrange for any necessary permits 			
	Publicity <ul style="list-style-type: none"> - Create publicity materials, e.g. posters, social media post - Prepare registration form 			
	Volunteers <ul style="list-style-type: none"> - Identify volunteers needed to run specific aspects 			
4 weeks before	Publicity <ul style="list-style-type: none"> - Begin publicity of event, distribute posters, etc. - Open online registration 			

2-4 weeks before	<p>Programme</p> <ul style="list-style-type: none"> - Confirm facilitators and activity/workshop details - Final schedule of activities 			
	<p>Logistics</p> <ul style="list-style-type: none"> - Arrange for refreshments (if applicable) - Plan for waste management (if applicable) 			
	<p>Publicity</p> <ul style="list-style-type: none"> - Increase social media promotion if needed 			
1-2 weeks before	<p>Publicity</p> <ul style="list-style-type: none"> - Send email/WhatsApp reminders to registered participants 			
	<p>Logistics</p> <ul style="list-style-type: none"> - Print signages, etc. - Prepare name tags (if needed) - Conduct venue walk-through - Ensure all event logistics are ready 			
Day before	<p>Set up</p> <ul style="list-style-type: none"> - Set up venue - Test any equipment - Prepare registration materials (e.g. participant list) 			
Event day	<p>Execution</p> <ul style="list-style-type: none"> - Arrive early for final preparation - Conduct event - Document event (photos, videos) - Clean up venue 			
Post-event	<p>Follow up</p> <ul style="list-style-type: none"> - Debrief with team - Prepare post-event submission for Grow and Share 			