Map Specific Timeline Involving Stakeholders

Once your event date is set, it's essential to begin to build your project timeline. Give yourself at least 8 weeks to plan your event. This will help guide your team and make it easier to stay focused and motivated toward your common goal. It's important to start the timeline on your activation date and move backwards. Be sure to work with vendors to determine their lead times for deliveries, production, installations, etc. Allow enough time for any unanticipated delays and include important meeting dates and time for review/approvals, if needed.

<Event Title>

Where: <Event Address>
When: <Time> / <Date> / <Rain Date>

Date (week of)	To Do
8 weeks out	• Identify project • Define project purpose • Launch Kickoff Meeting. Brainstorm project elements, begin to build out project tasks, site map, maintenance plan, budget
7 weeks out	• Submit a 1-2 page proposal to sponsor / community partner • Once approved, communicate project and project date to community calendars
6 weeks out	• Set agenda with specific Call-to-Actions (CTAs) for each call • Distribute agenda 24 hours in advance of each call • Create specific timeline • Begin mapping specific project tasks for volunteers. • Identify tools needed for each project and order/ secure donations for each tool • Identify materials needed and lead times for each. (add when items should be ordered, build in extra time just in case) • Identify Team Leaders for each project • Begin volunteer recruitment
5 weeks out	• Solicit input on detailed project tasks while continuing to fine-tune instructions

4 weeks out
- Draft communications plan including key messages, social media content, opening remarks, contact sheet, safety plan, etc. materials may need to be reviewed/approved by sponsors and partners
- Draft initial run of show

3 weeks out
- Communications are finalized

2 weeks out
- Confirm all deliveries

1 week out
- Finalize volunteer breakouts
- Coordinate deliveries
- Finalize run of show

Week of
- Supplies are delivered
- On site inventory of supplies
- Prep work is finalized

Day before
- Prep/Load-In Day
- Team Lead Training

Day of
- Arrive early with following materials: Contact List, Run of Show, Safety Plan, Team Leader Instructions, Opening/Closing Remarks