



**Center for Inclusion and Belonging
Sample Event Timeline**

	3 Months Prior of Event
	Initial Committee Meeting
	Event Planning Logistics
	Event Planning Logistics
	Event Planning Logistics - Send to CIB team for review
	Finalize Event Planning Logistics
	2 Months Prior of Event
	Confirm Vendors and send welcome email
10-12 weeks prior	Confirm expenses and begin request to purchase materials/supplies
10-12 weeks prior	Send request for facilities/A&V equipment
10-12 weeks prior	Develop Promotional Materials
8-10 weeks prior	Develop Promotional Materials
	1 Month Prior of Event
7-8 weeks prior	Finalize Promotional Materials
4-6 weeks prior	Send Request for Web Promotions and Printing
1 month	Event Promotions
	Month of Event
3 weeks prior	Event Promotions Prep for Event - make sure all supplies have arrived
2 weeks prior	Prep for Event - decorations, swag bags, printed materials, brochures
1 week prior	Prep for Event - decorations, swag bags, printed materials, brochures
Week of event	(run-through & set-up)
Week after last event	Event Wrap-Up