

# SUGGESTED TIMELINE



This is a loose timeline to give you the feeling of what to expect throughout your event. We have also included an event action plan for you to use as a guide for the planning of your event.

## 3 MONTHS BEFORE THE EVENT

- First meetings take place. Committee positions are decided on and event goals established
- Location, date and time of event are confirmed
- Event is registered with Turn2us and registration and Just Giving pages are set up (Please allow 2 weeks for Turn2us to set these up once event information has been confirmed)
- Schedule of meeting dates and location confirmed
- Budget created and agreed upon
- Sponsorship proposal finalised and sent out to potential organisations
- Launch event organised
- Creation of communication plan
- Event collateral edited and ordered through Turn2us
- Relevant social and traditional media published
- Risk Assessment
- Continued media coverage and publicity to recruit participants
- Organise after party and event activities
- Follow up with sponsors
- Hold launch event
- Planning of sponsorship activities
- Confirm after party and event activities
- Organise MC/guest speakers
- Continuation of publicity and recruitment

## 2 MONTHS BEFORE THE EVENT

- Recruit on-the-day volunteers
- Organise first aid for day of event

## 1 MONTH BEFORE THE EVENT

- Confirm with all suppliers
- Confirm MC/guest speakers
- Logistical plans for the day of event organised and schedule created

## 2 WEEKS BEFORE THE EVENT

- Confirm with all suppliers
- Confirm MC/guest speakers
- Logistical plans for the day of event confirmed

## **1 WEEK BEFORE THE EVENT**

- Confirm with all suppliers
- Confirm MC/guest speakers
- Logistical plans for the day of event confirmed

## **1 DAY BEFORE THE EVENT**

- Celebrate how far you have come!
- Brief committee of the schedule
- Good nights sleep!

## **PJ 5000 DAY!**

- WHS briefing with committee and on-the-day volunteers
- Set up track and assess risk
- Meet with members of the media
- Greet guest speaker/MC
- Have a blast!

## **POST-EVENT**

- Send out thank you letters to sponsors
- Send out evaluation (from Turn2us HQ)
- Debrief meeting
- Pick a date for next year!