



## Suggested Timeline

### Pre-Event

- Decide city where you are hosting event and make a short list of potential venues
- Do a site visit to assist with final selection of your event – contract right away
- 6-12 months prior to your event select dates, venue, theme
- Schedule and have Committee meetings to plan along the way
- If you need vendors do your search and selection; contract and provide initial specs
- Set marketing and information so you can sell to attendees and sponsors
- As soon as you can select speakers and get on their calendars
- Open registration approx. 3-6 month prior to your event (adjust as needed)
- 3 months prior create Run of Shows for all sessions to know where everyone will be, when they will be talking, timing for catering staff if during a meal, etc.
- Confirm all specs with venue, catering, audio visual by deadline for ordering
- Rehearsals with your speakers/presenters 1-2 months prior to your event
- 4-10 days prior confirm final count of attendees for any meals
- Make sure all deposits are paid
- Week before your event have another check in with speakers

### Onsite Event

- Make sure the team that is executing the event arrives the day before if traveling
- Make sure all of your equipment/shipments arrived safely
- Have a pre meeting with your venue and vendors to make sure all is good to go and any last minute changes
- Pre set rooms with signage and décor and walk the space and make sure all is set up
- Have committee meetings to make sure all are on board and ready to go before “doors open”
- Enjoy your event – you worked hard so make sure you get time to appreciate all you planned
- Have check in points with your committee to make sure if you need to make any tweaks/alerts/etc especially if multi day event

### Post Event

- Within first week post event
  - o Send thank you note to attendees. Ask for survey and also alert if there is anything to further their engagement like recordings, resources, etc.
  - o Thank your sponsors, presenters, or anyone else who helped you like volunteers
  - o Bring your committee together to discuss lessons learned, celebrate your accomplishment
- Within 3-4 weeks post event
  - o Process the billing to make sure all is paid – don't forget to verify actuals used
  - o Create a wrap up report – helps those who plan this event next.

This is just a quick list as you begin to plan your events to get you started. If we can help you with anything further, please feel free to reach out to us at [events@shpe.org](mailto:events@shpe.org) for assistance.