

## A SAMPLE TIMETABLE

Here is a typical timetable for a business meeting that will involve more than 50 people. This can easily be scaled back for smaller meetings, or for other events such as awards ceremonies, holiday parties, company picnics, etc.

### FOUR TO SIX MONTHS AHEAD:

	TARGET DATE	COMPLETION DATE
Confirm # of attendees	___/___/___	___/___/___
Set budget	___/___/___	___/___/___
Site inspections	___/___/___	___/___/___
Book venue	___/___/___	___/___/___
Book entertainment	___/___/___	___/___/___
Book keynote speakers	___/___/___	___/___/___
Set preliminary agenda	___/___/___	___/___/___
Start collecting phone numbers, e-mails and addresses of participants	___/___/___	___/___/___
Decide on theme	___/___/___	___/___/___
Hire a photographer	___/___/___	___/___/___

### TWO TO THREE MONTHS AHEAD:

	TARGET DATE	COMPLETION DATE
Put together the meeting or event package (the announcement with registration form, the agenda, the venue and other information that participants will need)	___/___/___	___/___/___
Send out invitations and/or registration package	___/___/___	___/___/___
Confirm speakers and panelists	___/___/___	___/___/___
Contact caterers	___/___/___	___/___/___
Contact wine & spirits suppliers	___/___/___	___/___/___
Contact florists	___/___/___	___/___/___
Confirm AV requirements	___/___/___	___/___/___
Contact AV and computer specialists	___/___/___	___/___/___
Order the corporate gifts, or other giveaways	___/___/___	___/___/___

### ONE TO TWO MONTHS AHEAD:

	TARGET DATE	COMPLETION DATE
Make sure all contracts are signed	___/___/___	___/___/___
Review with legal counsel	___/___/___	___/___/___
Review speakers' assignments	___/___/___	___/___/___
Review all menus, room setups etc.	___/___/___	___/___/___
Review equipment list with participants	___/___/___	___/___/___
Start assembling ideas for the registration kits (badges, agendas, vouchers, timetables, leisure activity suggestions)	___/___/___	___/___/___
Put a copy of WHERE magazine in each kit	___/___/___	___/___/___
Finalize all menus	___/___/___	___/___/___
Finalize decor and floral arrangements	___/___/___	___/___/___

### ONE MONTH AHEAD:

	TARGET DATE	COMPLETION DATE
Rehearse format with the venue, and decide on room setups, podiums, etc.	___/___/___	___/___/___

	TARGET DATE	COMPLETION DATE
Make sure enough electrical outlets are available, as well as the necessary cabling for equipment	___/___/___	___/___/___
If you're using a hotel, decide with hotel management what welcome basket will be in each room, if any	___/___/___	___/___/___
Alert hotel who your VIPs are	___/___/___	___/___/___
Confirm guest list	___/___/___	___/___/___

### TEN DAYS AHEAD:

	TARGET DATE	COMPLETION DATE
Do a checklist one more time to make sure nothing has slipped through the cracks	___/___/___	___/___/___
One more time, do an accurate guest list	___/___/___	___/___/___
Prepare seating charts	___/___/___	___/___/___

### THREE DAYS AHEAD

	TARGET DATE	COMPLETION DATE
Prepare name tags and badges	___/___/___	___/___/___
Guarantee banquet orders	___/___/___	___/___/___
Confirm all special services (e.g. florals)	___/___/___	___/___/___
Assemble Planner's Tool Kit	___/___/___	___/___/___

### THE DAY BEFORE:

Go over your checklist again	..... Done
Arrange cash for gratuities, etc.	..... Done
Review duties with staff members or hired help	..... Done
Make sure signage and directions are completed	..... Done
Prepare one-sheet "hot list" of critical phone numbers	..... Done
Confirm any outside vendors (e.g. AV specialist)	..... Done
Assemble all delegate materials	..... Done

### ON THE DAY:

Bring your checklists and this publication's Workbook with you.	..... Done
Bring your Planner's Tool Kit	..... Done
Bring your contact "hot list"	..... Done
Have the attendee list, properly alphabetized, ready at the reception table, together with name tags	..... Done
Bring extra name tags	..... Done
Finalize head count for every event	..... Done
Set out table numbers and name tags according to your seating charts	..... Done
Solicit business cards from on-site staff, including cell phone numbers	..... Done

### AFTERWARDS:

Pay the bills	..... Done
Write thank-yous and send gifts	..... Done
Complete your expenditures and match to budget	..... Done
Pay gratuities	..... Done