** Timeline Considerations **

The timeline complexity and how much farther in advance you need to start planning depend on the scope of your activity. A rummage sale could be started a couple months prior to the event and be successful. Whereas a wine tasting with entertainment provided by the local orchestra would require at least six months of coordination to be successful.

Following are topics/actions to be considered for inclusion in your timeline for preparation of the event. Neither would all actions be needed for every event, nor is this inclusive of every action that may be required for any planned event. This offering is simply food for thought.

- Who is responsible (assigned task) of getting pictures of your event
- Identify venue and negotiate details
- Get cost estimates
- Identify speakers/presenters/entertainers
- Invite speakers/presenters/entertainers
- Identify topics for speakers
- Identify introductions, thank you's and closing for presenters
- Identify any special needs for the entertainers
- Make arrangements for travel/accommodations for out of town speakers/presenters
- Get bio information, photo for speakers/presenters
- Any contract with speakers/presenters/entertainers, get them signed
- Identify and contact any sponsors
- Decide on sponsor levels/amounts
- Registration (or charge) for event / set fees
- Name tags for all guests / tags, markers obtained
- Organize registration table day of event or online registration
- Outside Venue
    - Know if there are any special permits, licenses, insurance etc
    - Any security needs? Plan with venue manager
    - Negotiate details for A/V equipment, signage, menu, set up and tear down as needed
- Create logo, tagline for publicity
- Create Facebook event
- Develop press release, public service announcements (radio)
- Create a media kit
- Register your event with online calenders
- Get your sponsors logo's for online and printed promotional materials
- Create event page on your website
- Create press releases on our presenters/speakers
- Develop a promo video and post on You-Tube and your Facebook page
- Develop and print invitations, programs, posters, tickets etc

- List of all volunteers (VIP greeters, registration table, set-up, tear-down)
- Brief all volunteers on their responsibility(ies)
- Final number to the caterer
- Invite media
- See if you can arrange photo op and interview with presenters/speakers and confirm details with media
- All signage in place
- Place your Grange event signs along the roadside
- Are there any trophies, plaques? Make sure they are onsite
- Order trophies/plaques early as possible to have time to check for errors and have them redone if necessary
- Check in with committee heads to insure there are no snags
- Draft program agenda
- Finalize program agenda
- Arrange for photographer
- Ensure podiums, tables and chairs are in place
- Purchase decorations if needed

Since Granges can now choose to have alcohol served on premises, if you are serving alcohol secure all necessary approvals, permits, insurance and licensed bartender BEFORE you do any promotional work stating 'no host bar' or 'cocktails' will be served.