**Event Timeline Template**

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| **Event Details** | | | |
| **Event Name:** [Insert Event Name] | **Event Date:** [Insert Event Date] | **Event Location:** [Insert Event Location] |

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| **Task** | **Start Date** | **End Date** | **Responsible Party** | **Status** |
| Define event goals and objectives | [Start Date] | [End Date] | [Person/Team] |  |
| Create event budget | [Start Date] | [End Date] | [Person/Team] |  |
| Select and book venue | [Start Date] | [End Date] | [Person/Team] |  |
| Secure sponsors and partners | [Start Date] | [End Date] | [Person/Team] |  |
| Design and print invitations | [Start Date] | [End Date] | [Person/Team] |  |
| Promote event | [Start Date] | [End Date] | [Person/Team] |  |
| Confirm vendors and suppliers | [Start Date] | [End Date] | [Person/Team] |  |
| Arrange transportation and lodging | [Start Date] | [End Date] | [Person/Team] |  |
| Finalize event agenda | [Start Date] | [End Date] | [Person/Team] |  |
| Conduct rehearsals | [Start Date] | [End Date] | [Person/Team] |  |
| Send reminders to attendees | [Start Date] | [End Date] | [Person/Team] |  |
| Confirm guest speakers and performers | [Start Date] | [End Date] | [Person/Team] |  |

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| **Time** | **Activity** | **Notes** |
| [Time] | Setup begins |  |
| [Time] | Vendor arrivals and setup |  |
| [Time] | Registration opens |  |
| [Time] | Event start and welcome remarks |  |
| [Time] | Keynote speech |  |
| [Time] | Breakout sessions |  |
| [Time] | Lunch break |  |
| [Time] | Afternoon sessions |  |
| [Time] | Panel discussion |  |
| [Time] | Closing remarks |  |
| [Time] | Networking session |  |
| [Time] | Event ends |  |
| [Time] | Tear down and cleanup |  |