

Project Timeline

Looking to organize a large service project, fundraiser or social? Well below is a timeline you can follow throughout your planning process to make it a little easier for you!

8-6 months prior:

- Determine what kind of event you will be organizing, taking weather into account
- Create your own (SPECIFIC) timeline with things you will have to do throughout the planning process.
- Organize your planning committee (aka your event team)
 - o This should include people who can:
 - Publicize / Advertise
 - Deal with Financing and Logistics
 - Manage food (if there is food), or service (if there are service projects), or AV/DJ (if there is music)
- Create a small list of goals to keep you guys on track.

6-5 months prior:

- Determine a time and a venue (the larger the event, the earlier it should be done)
 - o Book the venue! This is CRITICAL. You **must** have a date and a location to continue in your planning process
- Your finance person should be on top of this, making sure the venue can be affordable.
- Determine if you will have an admissions fee or not.
- Create a marketing plan to advertise your event.

4 months prior:

- Start advertising! Large events require large attendance, so start telling your Kiwanis clubs, your campus and your neighborhood about it and make it aware that a “big event” is coming up!
- Seek volunteers (if your event is large and needs club volunteers). Make sure they know they’re planning to help for an event that is 4 months from that point.
- Book any DJ or whatever other stuff you may need (ex: if you need tents on a lawn, reserve those now).

2 months prior:

- Recheck your reservation (reconfirm it to make sure that it’s there)
- Start selling advanced “tickets” around here if you’re charging admission.
- Continue advertising, particular around your campus and outside of your club. Chances are, your club has already heard it for months and months now.

2 weeks to 1 week prior:

- MORE ADVERTISING!!! This is your last “big push” for attendance.
- Finalize your schedule for *that day* and make sure you know exactly what is happening when it’s happening. This includes prep work, what goes on at the event and clean up after the event. Confirm that you have enough volunteers for each duty.
- Get all the materials you need.
 - o Order your food (if you are getting any food)

3-1 day before:

- Send a final “friendly reminder” to anyone who has confirmed attending or who is on the fence about it.
- Send a final “reminder” to any volunteers to make sure they know what they’re doing.
- Talk to the venue (if you need to) about preparation or whatever else you may need.
- Have a final “organizer’s meeting” to go over exactly what the schedule will look like, anticipated attendance.
- Get a good night’s rest! ☺ You’re going to have a fantastic event!