

## **PCC Event Planning Timeline**

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### **Six months ahead:**

- ☐ Select a theme
- ☐ Select the date
- ☐ Contact Facilities Coordination
- ☐ Clear the date with important participants (President)
- ☐ Double-check for conflicts with major institution or city functions
- ☐ Consider whether weather conditions or other demands on people's time (summer vacations, the start of school, holidays) might make the date inconvenient
- ☐ Plan and obtain approval of a budget
- ☐ Create a preliminary guest list
- ☐ Develop a rain plan if the event is outdoors
- ☐ Select and order recognition items and get them engraved immediately
- ☐ Order favors, souvenirs
- ☐ Reserve special equipment (vans, busses, tables, chairs, tents)
- ☐ Confirm master of ceremonies and speakers
- ☐ Audition entertainers
- ☐ Plan audio-visual presentations
- ☐ Plan promotion and publicity
- ☐ Add event to web and master calendar
- ☐ Plan event website (at least two months before live date)

### **Three months ahead:**

- ☐ Plan and get approval of invitations
- ☐ Finalize guest list
- ☐ Select menus
- ☐ Print tickets and parking permits
- ☐ Keep campus officials, deans, and administrative officers informed of your plans
- ☐ Plan decorations and color scheme
- ☐ Send advance announcements

### **Two months ahead:**

- ☐ Address invitations and set a mailing date
- ☐ Finalize decorations and facility arrangements
- ☐ Make hotel and transportation arrangements for out-of-town dignitaries
- ☐ Secure hosts/hostesses to assist with the event
- ☐ Make directional and welcome signs
- ☐ Write and print program
- ☐ Inspect the facility
- ☐ Continue publicity on schedule

### **Two to four weeks ahead:**

- ☐ Record and acknowledge RSVPs
- ☐ Stuff registration packets
- ☐ Send final instructions to all dignitaries
- ☐ Write speeches and introductions
- ☐ Email flyer created
- ☐ Create a seating chart
- ☐ Special needs accommodations



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### **Two weeks ahead:**

- ☐ Have final meetings with florist, caterer, entertainers, etc.
- ☐ Schedule delivery times for special equipment
- ☐ Work with public relations staff on final publicity arrangements
- ☐ Duplicate all speeches (in case someone forgets to bring their speech)

### **One week ahead:**

- ☐ Print the guest list in alphabetical order
- ☐ Finish place cards
- ☐ Meet with hosts and hostesses
- ☐ Gather all awards/plaques
- ☐ Make catering guarantees

### **The big day:**

- ☐ Arrive early
- ☐ Have all instructions, phone numbers, keys, etc. with you
- ☐ Check all facilities and grounds
- ☐ Assign one worker to be your assistant (to run errands, send messages, etc.)
- ☐ Relax and have fun! All your planning will pay off!