

Action	Chapter	Time to Event Date									
		>12 Month	12-9 Month	8-6 Month	5-2 Month	1 Month	1 Week	1 Day	Event	+1 Week	
Evaluate if organization can to host a successful event	2, 3	■	■								
Select event chairperson, organize planning team	4	■	■								
Select and reserve the event site; develop business plan	5, 7, 8	■	■	■							
Develop event policies, procedures, security and emergency plan	6, 21, 20		■	■							
Negotiate detailed terms for the event site	7, 8		■	■							
Select and secure entertainment, auctioneer, MC	10, 15, 24		■	■	■						
Select and secure catering and remaining services (e.g., security, tent, seating)	7, 8, 9, 12, 15, 20, 22		■	■	■						
Develop event program; address liability matters	6, 11, 20		■	■	■	■					
Determine mix of fundraising activities, acquire raffle, auction and gift merchandise	13, 18, 19			■	■	■					
Sell admission, invite guests	14				■	■	■				
Secure required permits	20				■	■	■				
Train event workers: reception, receipts, auctions, raffles, etc.	6, 13, 14, 15, 16, 17, 19, 20, 22				■	■	■	■			
Generate publicity	12				■	■	■	■			
Obtain event sponsorships, underwriting	14				■	■	■	■			
Print event (auction) program, auction bid sheets, buyers agreement forms	6, 15, 16, 21					■	■	■			
Assemble auction and raffle items, prizes, display materials	15, 16, 18, 20						■	■	■		
Event set-up: raffles, arcade, auctions, registration, payment, prize pick-up	6, 15, 16, 17, 20, 22							■	■	■	
Hold a rehearsal	19							■	■	■	
Hold event, accounting, safe deposit of receipts	6, 15, 16, 17, 18, 19, 22								■	■	■
Evaluate results and thank all who helped	23										■

FIGURE 4.1. Event planning and management timeline.