2021/2022 EVENT PLANNING TIMELINE

IN PERSON

OR

VIRTUAL

WEEK 1-2

- Narrow Down Dates
- Find and Book Venue

- Kickoff & Agenda
- Speakers & Content Discovery

MONTH 1-2

- Select Vendors
- Create Backup Plan

- Platform, Content & Sponsors
- Guest Registration

MONTH 2-3

- Content & Agenda
- Additional Health Measures

- Filming & Production Editing
- Testing, Go-Live & Analytics

MONTH 4-12

- Registration & Live Event

Live in-person events require an additional 4-6 months of lead time.

EVENT *Solutions*

EXTRAORDINARY LIFE MOMENTS

MAKE EVENTS
EXTRAORDINARY
1.800.366.0603

Join Us
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