

Sample Calendar for Events

Activity	6	5	4	3
Determine Event Goals and Objectives	X			
Identify the venue	X			
Appoint an Event Committee	X			
Develop an Event Management Plan	X			
Identify speakers/entertainers and sponsors/partners	X			
Establish a budget		X		
Meet with City of south Bend representative: licensing/approvals		X		
Book Venue		X		
Fundraising		X	X	X
Organize Insurance		X		
Book Equipment: stage, lighting, sound, toilets, etc.			X	X
Book Performers, Vendors		X	X	
Create Site Plan			X	
Create Marketing Budget and Plan		X		
Confirm Funding				X
Confirm All Permits				X
Review Budget				
Contact neighboring businesses and residents about the event				
Schedule Emergency Services				
Apply for liquor license				
Confirm Food Vendors and their required permits				
Produce all marketing and collateral material				
Hire security				
Hire electrician for setup and event presence				
Produce temporary signage				
Confirm delivery of all equipment				
Schedule temporary trash receptacle				
Prepare site				
Brief event personnel and volunteers				
Thank you to all involved				
Prepare final income/expense report				
Hold committee meeting to debrief				

2	1	D-day	
X			
X			
X	X		
X	X		
	X		
X			
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X	X	
		X	
		X	
		X	