**Missoula TBID Event Grant - Event Planning Timeline Addendum**

*(Please use the below template but customize it to your event. If you have your own event planning timeline in another format you may submit that instead.)*

**1 year to 6 months out**

* Secure lodging & event venues & permits
* Prepare sponsor packages and solicit sponsorships
* Solicit speakers & entertainment
* Design and send “Save the Date” communications

**3-6 months out**

* Finalize agenda
* Setup & open registration
* Send press release to regional, state & local media
* Digital marketing
* Confirm food & beverage services
* Design printed program and signage
* Recruit volunteers

**1-2 months out**

* Media promotions
* Print program & signage
* Finalize volunteer & vendor schedule

**Two weeks out**

* State & local media promotions
* Organize & prepare registration & promotional items
* Finalize food & beverage needs
* Send Confirmation Communications

**Week of event**

* Communicate final numbers to event staff
* Finalize all registration & check-in details
* Volunteer training
* Venue set up

**Post event**

* Send thank you notes to sponsors, attendees, etc.
* Send post event survey to attendees
* Collect hotel room block information
* Expenditure reconciliation
* Send post event report to Missoula TBID