

Event Planning Timeline

Events are most successful (and less stressful!) when you have a checklist of all the tasks to get done before and after your event. While some events require different steps, here is a general timeline of what we need from you to support your great work. Happy planning!

Timeline	Task	Documents Needed
2-6 Months	<ul style="list-style-type: none"> Identify event lead or committee Brainstorm purpose, goals and audience of event Establish budget Decide event date Secure venue for event & sign contract Request Seattle Parks Foundation provide Certificate of Insurance (if necessary) 	<ul style="list-style-type: none"> Venue contract Request certificate of insurance from: shava@seattleparksfoundation.org
6 Weeks	<ul style="list-style-type: none"> Secure caterer (if necessary) Request speakers, if applicable Create invitation and invitee mailing list Send invitations (OR post event online) 	<ul style="list-style-type: none"> Signed vendor contracts If you intend to invite donors, please ask for donor contact lists 1-2 weeks in advance of when invites are scheduled to be sent
4 Weeks	<ul style="list-style-type: none"> Track RSVPs Alert SPF if you would like us to consider your event for potential social media promotion 	
2 Weeks	<ul style="list-style-type: none"> Send invitation follow up (if necessary, i.e. low RSVPs) OR share online again or in different places Finalize program details Get event supplies (i.e. name tags, flyers/posters, swag, decorations, audio/visual, etc.) Alert SPF if you need some donation envelopes for your event Secure banquet permit if needed 	
1 Week	<ul style="list-style-type: none"> Send event reminder to attendees (include date, location, directions, parking instructions, attire, etc.) Research attendees and make sure each volunteer lead on your committee is assigned to speak to/thank the guests for coming 	
After Event	<ul style="list-style-type: none"> Submit reimbursement requests! Send event attendee thank you and any follow-up materials If applicable, share event photos or links to online photo albums on your group's social media pages Tell us how it went! We love to hear about your great work in the community! 	<ul style="list-style-type: none"> Save ALL invoices and itemized receipts and send to appropriate contact