**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!

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Task</th>
<th>Documents Needed</th>
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</table>
| 2-6 Months | ■ 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) | ■ Venue contract  
■ Request certificate of insurance from: shava@seattleparksfoundation.org |
| 6 Weeks | ■ Secure caterer (if necessary)  
■ Request speakers, if applicable  
■ Create invitation and invitee mailing list  
■ Send invitations (OR post event online) | ■ 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 | ■ Track RSVPs  
■ Alert SPF if you would like us to consider your event for potential social media promotion | |
| 2 Weeks | ■ 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 | ■ 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 | ■ 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! | ■ Save ALL invoices and itemized receipts and send to appropriate contact |