



TEAM OMF

Sample Social Event Timeline

6 Months Prior to Event

Done	Task	Special Notes
	Organize committee meeting schedule	
	Create preliminary Budget worksheet (Sample included in guide)	
	Secure event location and date	
	Recruit committee members	
	Assign committee tasks	
	Research media contacts	
	Brainstorm a target list to solicit corporate sponsors	
	Develop event theme and decide on decoration	
	Set up event bank account to deposit checks	

5 Months

Done	Task	Special Notes
	Hold committee meeting	
	Personalize all Team OMF sample forms for distribution	
	Begin to solicit and secure corporate sponsors	
	Meet with key sponsors/volunteers/supporters	
	Develop a public relations plan	
	Develop auction strategy, if applicable	
	Brainstorm in-kind sponsors for food, beverage, printing, ad space, etc	
	Secure entertainment	
	Develop save-the-date e-cards, if applicable	
	Work on mailing list for ticket sales	

4 Months

Done	Task	Special Notes
	Hold committee meeting	
	Solicit for auction and raffle items, if applicable	
	Send out corporate sponsorship letters	
	Work with corporate sponsors to promote the event internally	
	Brainstorm a list of local personalities, celebrities	
	Email save-the-date cards, if applicable	

3 Months

Done	Task	Special Notes
	Hold committee meeting	
	Finalize menu choice	
	Solicit auction and raffle items, if applicable	
	Create event flyer to promote the event	
	Develop invitations	

2 Months

Done	Task	Special Notes
	Purchase decorations	
	Event flyer to high trafficked establishments (coffee shops, grocery stores, etc)	
	Contact local media (radio, TV, newspaper) to promote event	
	Print and mail or email invitations	
	Collect auction and raffle items	
	Develop logistic strategy	
	Design and layout program book, if applicable	

1 Month

Done	Task	Special Notes
	Create Day of Timeline	
	Assign Volunteer Jobs for Day of Event	
	Deadline for auction and raffle items, if applicable	
	Print program book, if applicable	

Post Event

Done	Task	Special Notes
	Wrap up/evaluation committee meeting	
	Send any local news clippings from the event to OMF	
	Send thank you notes to chair people, key volunteers and all donors	
	Send final check to OMF	

Ongoing

Done	Task	Special Notes
	Cultivate relationships with key volunteers, interested participants	
	Keep a detailed excel spreadsheet of participants/ teams	
	Deposit money collected into event account	

