

8+ Months Ahead

- Choose your cause (this might be the hardest part!).
- Consider the type of event you'd like to host
- Consider how many volunteers you'll need
- Set the date
- [Outline your budget](#)
- Lock down your event location
- Prep your guest list.
- Need financial assistance? [Find some sponsors!](#)

6-8 Months Ahead

- Start recruiting volunteers
- Create a basic outline of the event:
 - When does it start & end?
 - If there's registration, how does that work? What information do you need?
 - Food: what is it? When is it served to guests? When do volunteers eat?
 - Entertainment: When does it start? What do you need from performers?
- Research & book a photographer - the earlier the better
- Send out invitations! Do so by the 6 month mark.

4-6 Months Ahead

- Book a caterer or some volunteer cooks.
- Finalize the menu or food & snack offerings
- Hire a bartender if applicable
- Start procuring specialty items (finish line ribbon, lapel mics, photo booth props etc.)
- Send out event reminder via your website, email or social media

2-4 Months Ahead

- If you're getting custom [t-shirts](#), [jackets](#), [banners](#), [bags](#), or [giveaways](#), order them now. You can give custom products away to attendees, offer them with the purchase of tickets, or even raffle them off for your cause!
- Send out event reminder via your website, email or social media

1-2 Months Ahead

- Confirm event location
- Confirm key vendors & volunteers: caterers or cooks, photographers, etc.
- Confirm entertainment
- Confirm the availability of necessities: tables, chairs, linens, tents, kitchen access or grills
- Confirm logistics like parking, locations of bathrooms, on-site first aid kits, etc.
- Send out event reminder via your website, email or social media

2 Weeks Ahead

- Confirm your volunteers one last time
- If you're using caterers, call to confirm the final headcount
- Prep all [giveaways](#) items and signage
- Prep directional signage for parking, bathrooms, registration tables, etc.
- Contact anyone who hasn't RSVP'd (if applicable)

1 Week Ahead

- Send out event reminder via your website, email or social media
- Make a to-do list for the day of the event
- Purchase non-perishable food, drink and eating necessities (napkins, plates, cups, etc.)
- Consider how you'll collect and manage onsite donations

1 Day Before

- Pick up any fresh flowers or plants (or have them delivered)
- Purchase any perishable foods
- Assemble any foods that can be made in advance

Night Before

- Look over your to-do list for tomorrow
- SLEEP!

Event Day

- Get up early. Stretch & Breathe.
- Eat a hearty breakfast
- Look over your to-do list
- Arrive at the venue early to start setting up
- Install any signage
- Set up the bar, registration table, raffle or giveaway table, t-shirt table, etc.
- Place flower arrangements
- Prep food & drinks
- Lastly, greet your guests & have a ball!