**UNIVERSITY OF IDAHO ALUMNI**

**EVENT TIMELINE**

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| **Task(s) completed** | **Timeline** | **Tasks** |
|  | **12-14 weeks out** | Discuss ideas for event with your OAR Liaison |
|  | **10 weeks out** | Date and program confirmed, venue selected |
|  | **8 weeks out** | Event fee determined (if applicable); invitation copy sent to your OAR Liaison – please include date, time, location, event fee, if required, parking instructions and any other information to be included on the invitation |
|  | **4-5 weeks out** | Invitations mailed/emailed; event posted on chapter website and marketed with social media |
|  | **3-4 weeks out** | Catering ordered |
|  | **1-3 weeks out** | * Reminder emails sent
* Event re-advertised through social media
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|  | **1 week out** | Event kit mailed if your OAR Liaison is not attending the event |
|  | **1 day before** | Final guest list prepared |
|  | **Day of event** | * Arrive at least 60 minutes prior to ensure venue is set up properly
* Record accurate attendance
* Take pictures
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|  | **Day following event** | If the event is not staffed by your OAR Liaison, mail receipts and invoices to your OAR Liaison; email attendance list and photos to your OAR Liaison |