

Field Day Checklist/Timeline

1. Initial Planning Meeting 7 months prior to event
 - Location of event
 - Date/Timeline
 - Theme/Event Title
2. Secure Speakers 6 months (prior to event)
3. Set the Date 6 months
4. Send out Save the Dates 6 months
5. Mail VIP Invitee Letters 5 months
6. Reach out to Sponsors 5 months
7. Create a Budget 4 months
8. Coordinate logistics 4 months
 - Restrooms
 - Meals/Snacks
 - Supplies Needed
9. Coordinate with Speakers on continuing themes/traveling logistics 6 months/monthly at a min.
10. Secure Volunteers 3 months
11. Finalize Sponsors 1 month
12. Order Sponsorship Banners/Signs 1 month
13. Send out travel info 1 month
14. Create Brochure 2 weeks
 - Agenda
 - Map of host site/rotation
 - Sponsors
 - Contact information for host/planning team if applicable
15. Dry run with sound equipment 2 weeks
16. Reminder Email 2 weeks
17. Final reminder Email 1 week/3 days
 - Include weather forecast
 - Contact information if lost

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| 18. CALL photographer, each speaker to make sure they're all set | 1 week |
| 19. Haul Supplies | 3 days |
| 20. Volunteer Meeting | Day prior |
| 21. Final Set-up | day prior |
| 22. Day-of Survey | Date of event |
| 23. Wrap-up meeting | 1 week post event |
| • What went well/what didn't | |
| • Next event timeline | |
| • Mail Thank Yous | |