



'MTS IN FOCUS' EVENT PLANNING TIMELINE

WHAT

WHEN

DETERMINE DATE OF EVENT

CURRENT DATE + 8 WEEKS

DETERMINE LIST OF INVITEES

EVENT DATE - 8 WEEKS

CONFIRM AND BOOK VENUE

EVENT DATE - 8 WEEKS

ORGANISE SPEAKERS

EVENT DATE - 7 WEEKS

ORGANISE SUPPER

EVENT DATE - 7 WEEKS

**ADVERTISE | FACEBOOK EVENT &
CHURCH BULLETIN**

EVENT DATE - 6 WEEKS

EMAIL #1 | THE INVITATION

EVENT DATE - 6 WEEKS

SOCIAL POST #1

EVENT DATE - 5 WEEKS

SOCIAL POST #2

EVENT DATE - 4 WEEKS

**EMAIL #2 | INVITEE RSVP
FOLLOW-UP**

EVENT DATE - 3 WEEKS

SOCIAL POST #3

EVENT DATE - 3 WEEKS

CONFIRM SPEAKERS & SUPPER

EVENT DATE - 3 WEEKS

WHAT

WHEN

FINALISE POWERPOINT

EVENT DATE - 2 WEEKS

PRINT MATERIALS (IF APPLICABLE)

EVENT DATE - 2 WEEKS

SOCIAL POST #4

EVENT DATE - 2 WEEKS

SOCIAL POST #5

EVENT DATE - 1 WEEK

FINALISE ATTENDEE LIST FOR CATERING

EVENT DATE - 1 WEEK

ORGANISE SPEAKER GIFT

EVENT DATE - 1 WEEK

EMAIL #3 | ATTENDEE NEXT STEPS

EVENT DATE + 1 WEEK

EMAIL #4 | RECRUITING CONFERENCE INVITE

CONFERENCE DATE - 4 WEEKS