



TIMELINE GUIDELINES

Please limit program planning to 3 committee meetings with email updates in between.

MEETING TIMELINE

Meeting 1

Welcome and committee introductions
Overview of the class theme and vision
Review run-of-show, expenses, and evaluations from prior year.
Brainstorm speakers, venues, sponsors, caterers, and activities.

Post Meeting 1

Committee Co-Chairs will consolidate ideas and suggestions into a rough run-of-show for distribution to committee.

Meeting 2

Present tentative run-of-show to committee.
Decide on speakers, venues, sponsors, caterers, and activities.
Delegate committee members as point of contact as needed.
Review budget and fundraising needs.

Post Meeting 2

Confirm all speakers and venues.
Check in with committee assignments and send committee-wide updates.
Determine if a site visit is needed or additional event accommodations.

Meeting 3

Review finalized run-of-show.
Identify potential back up speakers and venues.

Post Meeting 3

Send a final reminder to the committee reiterating pertinent details.
Reconfirm all speakers, venues, and activities.

PLANNING TIMELINE

4 months out	Begin meeting with committee, chairs and staff. Review survey responses and agenda from previous year. Skeletal outline complete. Reserve "hard to get" speakers, location and transportation.
3 months out	Confirm speakers and food.
6 weeks out	Program agenda finalized.
4 weeks out	Final planning meetings.
3 weeks out	Complete agenda sent to Leadership Cobb staff.
2 weeks out	Staff sends program memo to participants.
2 days out	Staff sends reminder memo.
1 week after	Send a "thank you" letter to each of your speakers and program sponsors.
Within 1 month	Send "thank you" letters to committee members of program.

Please refrain from scheduling sub-committee meetings that do not have class co-chairs and staff present. Include class co-chairs and staff in all email communication to committee.