

### **Suggested "Timeline/To Do" List**

**(Make sure to have your event approved before proceeding to this list)**

#### **TASK COMPLETION DATE**

- Confirm event date and venue 8 weeks before event**
- Create guest list 7 weeks before event**
- Book volunteer photographer and MC 6 weeks before event**
- Book Volunteer Coordinator (optional) 6 weeks before event**
- Choose event theme, menu, flower colors, etc. 5 weeks before event**
- Write invitation text (send to PRASAD) 5 weeks before event**
- Print, address and mail or email invitations 4 weeks before event**
- Request needed PRASAD brochures, newsletters Videos, speakers 4 weeks before event**
- Write & print directions to event (optional) 3 weeks before event**
- Mail directions to attendees, if requested 2 weeks before event**
- Purchase guest name tags (different color for host(s) and volunteers) 2 weeks before event**
- Order beverages, chairs and other rentals; schedule deliveries 2 weeks before event**
- Call all guests to personally invite them to event 1-1/2 weeks before event**
- Order flowers, design event set-up 1 week before event**
- Create final attendance list and guest name tags 1 week before event**
- Meet with photographer regarding desired photos Day of event**
- Complete event follow-up tasks for PRASAD 1 week after event**

*Thank you for supporting PRASAD. If you need information for your event, please contact us at [prasad@prasad.org](mailto:prasad@prasad.org) or at 845-434-0376.*