



Event Planning Timeline

Date: _____

10 Months out /immediately following previous local games

- Make initial contact with the facility you wish to use. The facility may or may not require a contract or use agreement and will inform you if reservation is needed now. If the facility would prefer that you wait, they will specify a date to make the reservation. You will need to set your date (including a rain date) prior to reserving the facility. Be sure to ask about using their sound system if they have one.

Date: _____

9 months out/beginning of school year

- Informational packets to EC teachers and Group Homes
- If you must arrange transportation through the schools, now is the best time to get on their schedule to reserve the buses.
- Initial GMT meeting to begin planning and delegate tasks
- Begin recruitment of volunteers. It's never too early to speak with Civic Clubs, local community groups, high school and College organizations, etc. This should be an on-going process.
- Begin to recruit your sponsors. Ask for donations of food, family appreciation items, items for goody bags, monetary donations, etc
- Save the Date (to volunteers, media, schools, agencies, etc) - include rain date
- Establish and coordinate a MedFest if you wish to facilitate getting medical forms updated (get forms to schools, agencies, etc)
- Encourage schools and agencies to begin preliminary training (while the weather is nice).
- GMS Training should begin with your Competition Information Manager.

Date: _____

6 months out

- GMT planning meeting
- Continue volunteer recruitment
- Reserve school facility / finalize. Remember that you cannot sign contracts; all contracts must be submitted to SONC for review and signature.
- Reserve guest speaker / Emcee / DJ if applicable
- Hold MedFest
- Make arrangements to get a cauldron if your local program does not own one (borrow from a neighboring program, pick up from SONC, etc.)

Date: _____

3 months out

- Monthly GMT planning meeting
- If schools/agencies are ordering T-shirts through you, finish collecting orders
- Order t-shirts (different colors for athletes/volunteers); this should ideally be done through Will Enterprises unless a local vendor can donate or price-match.
- Inventory ribbons and medals so you can place your order with Midwest Trophy.

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Date: _____

3 months out (con't)

- Volunteer T-shirt orders / finalization
 - Recommendation: Use a different color for athletes, coaches, volunteers, and event staff.
- Athletes begin final phases of training (minimum 8 weeks required)
- Continue seeking donations (food, equipment, drinks)
- Continue recruiting volunteers
- Contact press
- Send out presenters/dignitaries / VIP's letter of invitation
- Send out family invitations
- Secure band or honor guard (JROTC, ROTC, Local Police Department, etc)
- Contact high school or area colleges for Opening Ceremony music (much nicer than recorded music, but not required).

Date: _____

2 months out

- Monthly GMT planning meeting
- Inventory and obtain all sports/event equipment
- Equipment maintenance / prep inventory – replace if needed
- Order plaques, banners, signage, etc
- Article in newspaper to promote the event
- Secure athlete for oath and official / judge for Official's Oath as well as torch runners for the Opening Ceremony
- Secure videographer / photographer for event
- Contact EMS – ask for them to be on site (if possible) for the duration of the games
- Ideally also secure medical volunteers to be available throughout the event (nurses, athletic trainers, first responders).
- Committee/GMT Meeting - ideally do this meeting as a venue visit to review the venue layout and confirm locations of all key elements

Date: _____

1 month out

- Monthly GMT planning meeting
- Request cash advance for miscellaneous event expenses
- Athlete entry forms are due.
- Begin data entry in GMS
- Reminder letters to visitors / presenters
- Complete data entry-print heat sheets / name badges
- Order food if applicable
- Assign volunteers-make up volunteer packets
- Plan Opening Ceremony
- Prepare any programs, make copies of venue layouts, etc.
- Get decorations together - flowers, balloons, etc
- Check PA system
- Verify GMT communication system during the event. Setting up a text group or using an app like GroupMe has proven to be very effective for GMT. If you prefer walkie talkies, arrange for them if you do not already have them. You can potentially borrow from SONC, schools, local festival organizations, parks departments, etc.
- Make purchases if necessary

- Pick up ordered signage, banners, etc
- Confirm donated items such as food and drinks
- Confirm facility arrangements
- Confirm volunteers, organizations and individuals involved with the local event
- Confirm transportation

Date: _____

2 weeks out

- Volunteer meeting / training, ideally on-site
- T-shirt pick up / drop off
- Print athlete labels / stuff packages for teachers, etc
- Stuff goodie bags, if applicable
- Inspection of the facility
- Send out athlete confirmations with events and times

Date: _____

1 week out

- Reminder call to media
- Prepare equipment / finalize needs / shop if necessary
- Last email to teachers/agencies/group homes with updates / reminders
- Reminder call to donations
- Distribute athlete t-shirts, nametags, and division sheets with final schedules to schools/agencies as applicable

Date: _____

Day before

- Mark all fields as needed
- Take all supplies to host school – do some prep if possible (hang banners, etc)
- Final safety check of facility
- Inventory all equipment and test electronics
- Set up as much as possible!

Date: _____

Day of

- Have the entire GMT arrive early for one final debrief.
- Finish set-up with logistics volunteers
- Let the games begin!

Date: _____

One week after event

- Collect feedback/evaluations
- Conduct GMT meeting for event evaluation and follow up while fresh in mind
- Send thank you letters to guests, special invites, etc
- Pay all remaining bills