

Event name and date

WBS Planning Timeline with Gantt Chart				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Task Description	Due Date	Deliverable									
Director	Determine work structure breakdown (WBS)	13/02/2019	WSB chart								
Director	Assign roles and duties from WBS	15/02/2019	Organizational chart								
Director	Establish business/event proposal	18/02/2019	Event proposal draft								
Director	Begin stakeholder outreach	18/02/2019	Stakeholder prospective sheet								
Director	Develop and submit request for proposal	22/02/2019	Final event proposal								
Director	Write staff schedules	28/06/2019	Staffing Chart								
Financials	Complete economic impact study	1/02/2019	Economic Impact Study Data Sheet								
Financials	Establish preliminary event budget and financial plan	22/02/2019	Budget draft								
Financials	Finalize budget and financial plan	17/03/2019	Budget worksheet								
Logistics/Operations	Schedule site visits for potential venues	1/02/2019	List of location options								
Logistics/Operations	Identify needed resources list	1/02/2019	Resources								
Logistics/Operations	Submit permit applications	1/02/2019	Filled out permit applications								
Logistics/Operations	Determine event location	8/02/2019	Rental agreement								
Logistics/Operations	Request quotes and pricing for contracted services and resources	15/02/2019	Quote sheets								
Logistics/Operations	Secure permits and venue	22/02/2019	Final rental agreement and permits on hand								
Logistics/Operations	Secure contracted services and resources	1/03/2019	Resources								
Logistics/Operations	Site Plan - 1st Draft Due	10/05/2019	Site map draft								
Logistics/Operations	Finalize production schedule	14/06/2019	Production Schedule								
Logistics/Operations	Verify all resources are secured	28/06/2019	Resource checklist								
Logistics/Operations	Finalize site plan	8/07/2019	Site Maps								
Marketing	Establish marketing plan	13/02/2019	Marketing plan								
Marketing	Launch ticket sales	1/03/2019	Ticketing platform setup and live								
Marketing	Launch marketing plan	17/03/2019	Marketing plan								
Programs	Create options for entertainment	1/02/2019	List of entertainment options								
Programs	Brainstorm event activities ideas	18/02/2019	List of event activities with costs								
Programs	Contact vendors and musical acts	18/02/2019	Quote sheets for musical acts								
Programs	Secure Entertainment (DJ)	22/02/2019	DJ contract signed								
Programs	Begin volunteer outreach	1/03/2019	Volunteer needs sheet								
Programs	Finalize vendors	8/03/2019	Vendor agreements								
Programs	Finalize event program	29/05/2019	Event Program								
Programs	Secure volunteers	21/06/2019	Volunteer signups								
Programs	Volunteer orientation and training	19/07/2019	Training schedule								
Risk	Establish risk management plan	1/03/2019	Risk matrix, assessment, and eval								
Risk	Finalize parking and transportation plan	26/04/2019	Parking map								
Risk	Finalize security and emergency and action plan	3/05/2019	Evacuation plan and map								
Scope	Determine event objectives	1/02/2019	Objectives								
Scope	Determine scope of event	8/02/2019	Description of event								
Sponsorship	Begin sponsorship outreach	1/02/2019	Sponsorship Spreadsheet								
Sponsorship	Finalize primary partnerships	1/02/2019	Completed sponsorship agreements								
Sponsorship	Secure sponsors	28/02/2019	Sponsorship Agreements								
Team	Event Day	20/07/2019	Event								
Team	Internal event debrief	23/07/2019	Evaluation								
Team	All hands event debrief	25/07/2019	Evaluation								
Team	Finalize event evaluation; report to partners, sponsors, and stakeholders	1/08/2019	Post-Event Report sent out								