

# Monthly Timeline for Event Scheduling

## June 2024

June 5  
Team Kick-off  
Initial project meeting and introductions.

June 14  
Venue Booking  
Confirm venue reservation for main event.

June 23  
Send Invitations  
Distribute event invitations to participants.

## July 2024

July 2  
Confirm Speakers  
Finalize list of event speakers.

July 12  
Order Supplies  
Arrange catering and materials for event day.

July 30  
Event Rehearsal  
Conduct a full run-through at the venue.

## August 2024

August 8  
Event Day  
Main event takes place.

August 15  
Send Thank Yous  
Email thank you notes to attendees and partners.

August 22  
Post-event Survey  
Collect feedback to improve future events.