

# 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.