

Community Event Timeline Template

Event Overview

Event Name

Enter event name here

Date

Enter date(s)

Location

Enter location

Organizer(s)

Enter organizer name(s)

Notes

Additional notes (optional)

Event Timeline

Time	Activity / Task	Person Responsible	Notes
e.g. 08:00 AM	e.g. Venue Setup	e.g. Staff A	
e.g. 09:00 AM	e.g. Registration	e.g. Staff B	

Additional Notes

Other important information or reminders