

EVENT TIMELINE TIPS AND CONSIDERATIONS

1

Availability of Guest Speakers

While planning your event, make note of the time that your guests speakers are available for. Though they may be able to attend, they may not be available for the whole event.

2

Duration of Event

Consider the different factors that may limit your duration such as venue costs and availability, and whether it is on a weekday or weekend. Include set up and clean up during your timeline planning.

3

Event Structure

Your event should be logically organized in order to have a smooth flow and transition. Ensure diversity within your program in order to avoid repetition and to keep your audience engaged.

4

Plan for Acknowledgements

Set aside time for land acknowledgements, welcoming special guests, thanking your sponsors, and a general introduction/thank you to all the individuals who are attending your event.

5

Designate "Flex Time"

Allow an opportunity for the program to be flexible for your attendees throughout the event. This will allow time for networking, breaks, reflection, and for snacks or drinks.