



Timeline Example

Week of:	Actions
March 15	1. Timeline Development <ul style="list-style-type: none"> ▪ Define Objectives and Meeting Outcomes 2. Develop ROI 3. Plan/Conduct Kickoff Meeting 4. Update Project.doc
March 22	1. Theme development 2. Research keynote speakers 3. Research Entertainment, "Diamond Rio" affordable?
March 29	1. Develop Final Budget 2. Brainstorm videos, set date to shoot Committee Chairs in DC
April 5	1. Begin to develop creative general session designs <ul style="list-style-type: none"> Artwork and design Flows 2. Speakers <ul style="list-style-type: none"> Internal identified External selected Checklist and key dates provided 3. Set Designs
April 26	1. Daily schedules developed 2. Audio Visual bids sent 3. Set Design created/bids sent 4. Brainstorming/Creative <ul style="list-style-type: none"> Videos shot on site Performers Presenters Script draft 1 developed

May 3	<ol style="list-style-type: none"> 1. Dailies and rehearsal schedules, send to the presenters 2. Review of draft #1 presentations 3. Discuss video treatments for walk-in 4. Receive all video from outside sources
May 10	<ol style="list-style-type: none"> 1. Review flows for sessions 2. Review Audio Visual equipment bids 3. Review set bids and treatments 4. Begin production on opening video treatments
May 17	<ol style="list-style-type: none"> 1. Begin production on walk-in video treatments 2. Draft #2 scripts from presenters 3. Speaker support story boards developed 4. All photos to Fusion
May 24	<ol style="list-style-type: none"> 1. Draft #2 reviewed and speaker support data slides finalized 2. First walk through of presentations 3. Changes noted and implemented 4. Review all videos
May 31	<p>Meeting Dates June 5–8</p> <p>On Site</p> <ul style="list-style-type: none"> Meeting Tie Down (pre-conference) Load-in Tech Briefing Stage check Technical Rehearsals VIP Rehearsal Show Check Lists Show Tech Briefing