

Event Planning Timeline

KEY

Required deadline

Suggested deadline

Recommendation

3 Weeks Prior to Event Date

*Event space reservation submitted
through 25Live*

EVENT DATE

***Remember to request funding
during SBR or SPOT, if needed***

*****EVENT MARKETING*****

4 Weeks Prior to Event Date

*All contract information uploaded
to OrgSync Payment Request*

2 Weeks Prior to Event Date

*Activity Request Form submitted
through OrgSync*