

Sample Getting It Together Workshop Planning Timeline

*In Punch Up we like to plan things slowly and well in-advance. Depending on your own preferences and organizing styles, you may want to adjust this timeline – but hopefully it provides a useful starting point.

2 1/2 months before

- confirm date and time for workshop
- review timeline

2 months before

- review general workshop plan
- brainstorm accessibility plan (i.e., potential need for childcare, support people, translation, layout of room, physical access, washrooms, transportation subsidy)
- discuss other event logistics: refreshments, room arrangements, etc.
- determine whether to require pre-registration
- decide about whether to fundraise and, if so, how
- discuss promotional strategy (e.g., invite groups? ask groups to publicize?)
- divvy up tasks listed below that occur prior to next meeting

6 weeks before

- book venue
- draft preliminary budget
- develop event announcement/invitation (include suggested readings)
- launch Facebook event page with venue, accessibility, and any other details
- send mass email announcement
- draft poster/identify individual to draft poster

1 months before

- finalize poster
- make plan for postering
- update Facebook event page and post poster and hype item
- send event blurb and poster to people and ask them to post to relevant lists
- review workshop outline, make any final revisions, distribute facilitation responsibilities

2 weeks before

- post article or other hype item to fbook page
- assign people to procure snacks, bus tickets, and workshop materials

1 week before

- finalize accessibility plan (i.e., task people confirmed, additional requests from attendees)
- post article or other hype item to fbook page
- share Facebook event widely again with “next week!” message
- send second mass email announcement
- draft evaluation survey (online or paper copies if using)

1 day before workshop

- send reminder to “going” and “interested” groups

Day of Workshop

- arrive at venue and set up
- facilitate workshop
- clean up and go home

1-2 days after workshop

- post thank you to all who attended, helped, etc.
- sent evaluation survey link to attendees (if using)

Follow-up meeting of workshop organizers

- debrief event
- prepare any thank you cards