

Suggested Timeline for an October food and beverage event				
Action Items:	Due Date	Price	who is responsible	Notes
Venue Choice	01-Feb		Client with Go Golf help	
Event Name	01-Feb		Client with Go Golf help	
Ticket Price	01-Feb		Client with Go Golf help	
Create the Event Committee	04-Feb		Go Golf with Client help	
Information for Sponsor Benefits	01-Feb		Go Golf with Client help	
Set up PayPal	01-Feb		Go Golf with Client help	
Eventbrite	01-Feb		Go Golf with Client help	fees are collected on the sales - a %
Website - dojiggy.com	01-Feb	\$399 US	Go Golf with Client help	up front fee - no additional charges
facebook page	01-Feb		Client with Go Golf help	
LinkedIn Profile	01-Feb		Client with Go Golf help	
Twitter handle	01-Feb		Client with Go Golf help	
Event Graphics	04-Feb		Client with Go Golf help	
Create the Sponsor Package	04-Feb		Client with Go Golf help	
Get all content onto a website	04-Feb		Go Golf with Client help	
write the auction donation request letter	06-Feb		Client with Go Golf help	
Create event Profile	06-Feb		Go Golf with Client help	
Send an Email to all your contacts	01-Feb		Client with Go Golf help	
Get Chefs Bio and phot	06-Feb		Client	
Get students bios or information	06-Feb		Client	
Create Budget	ongoing		Go Golf with Client help	
Early Bird Prize for ticket purchases	ongoing		Client with Go Golf help	
Media and/or PR company as a sponsor	ongoing		Go Golf with Client help	
Create the Auction Committee	08-Feb		Client with Go Golf help	
Do an online auction	end of September		Client with Go Golf help	
Market the online auction	ongoing		Client with Go Golf help	
Solicit auction items, raffle, etc	ongoing		Client with Go Golf help	
Sponsorship Sales Committee	ongoing		Go Golf with Client help	
Sponsorship target list - create it	ongoing		Client with Go Golf help	
Online sponsorship applications	ongoing		Client with Go Golf help	
Online event postings	ongoing		Go Golf with Client help	
Media Support	ongoing		Go Golf with Client help	
Emcee confirmed and announced	end of April		Go Golf with Client help	

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Sales team	ongoing		Client with Go Golf help	
live auction donations	ongoing		Go Golf with Client help	
live auctioneer confirmed and announced	15-Feb		Go Golf with Client help	
Entertainment confirmed and announced	15-Feb		Go Golf with Client help	
Raffle License	July		Client	
Special Occasion License	July		Client	
Event Insurance	July		Client	
Décor	ongoing		Niche Events Stylists	
Volunteers	ongoing		Go Golf with Client help	
Event Day Volunteers	ongoing		Go Golf with Client help	
Benefits to Volunteers	ongoing		Go Golf with Client help	
Photograhper	ongoing		Go Golf with Client help	
Videographer	ongoing		Go Golf with Client help	
Wine Cellar at event			Go Golf with Client help	
Financial Wrap up	October - November		Go Golf with Client help	
Committee Wrap Meeting	end of October		Go Golf with Client help	
Thank you emails and letters	day after event		Go Golf with Client help	
Sponsor benefits	ongoing		Go Golf with Client help	
Social media updates	ongoing		Go Golf with Client help	
Start planning the next year	01-Nov		Go Golf with Client help	