**The Conversation Project Event**

**St. Louis, MO September 29, 2015**

**Proposed Planning Timeline**

**May 28- June 28**

* **Secure final major sponsors**
* **Develop public relations plan**
* **Begin preparing marketing materials**
* **Solicit volunteers for the event**
* **Identify attendees for day training**

**June 29 – July 28**

* **Finalize marketing material and send for printing**
* **Contract with food companies for meals**
* **Finalize program content**
* **Solicit volunteers for the event**
* **Begin coordinating volunteer tasks**
* **Finalize attendees for training**
* **Solicit minor sponsors and exhibitors**
* **Finalize attendee list for all day training**

**July 29 – August 28**

* **Send out event brochures/flyers 6 – 8 weeks prior to event**
* **Send out training session invitations**
* **Develop/decide on RSVP system**
* **Develop program event materials**

**August 29 – September 28**

* **Finalize food orders**
* **Inventory conference settings and plan set up**
* **Secure supplies/equipment for the event**
* **RSVPs received by September 14**
* **Media blitz**
* **Communicate with volunteers regarding their tasks**
* **Prepare program event materials**
* **Publicize sponsors**