

RTS Fellow Event Timeline

Key	
	Items from RTS Fellows
	Items from AF & LS
	Items from ALAS Approver

Deadline	Planning & Budget	Speakers	Marketing & Printing
14 weeks before	Draft agenda of the day & brainstorm potential speakers		Deadline for content for Save the Date: <ul style="list-style-type: none"> • title and theme • any images must be high resolution
	Share preferences for event location <ul style="list-style-type: none"> • Must include how many rooms for breakout will be needed 		
	Share Project ALAS event budget	Create call for presenters Qualtrics app	Create RSVP link & eventbrite
			Deadline for DRAFT 1 of save the date
3 months before	Reserve venue: <ul style="list-style-type: none"> • include any special requests (AV, parking, signage, etc.) 	Reach out to potential speakers	Deadline for first round of edits
			Deadline for DRAFT 2 of save the date
			Deadline for FINAL edits
			Send Save the Date for Final Approval
			Final approval for Save the Date
	Additional funding from other sources should be confirmed by this date <ul style="list-style-type: none"> • ex: other campuses, other departments, publishers, etc. 	Send save the date to potential speakers	Send email blast: <ul style="list-style-type: none"> • previous summit participants • campus global
		Send call out for presenters	Send email blast
			Send email blast: <ul style="list-style-type: none"> • ALAS Advisory Board and Campus Leads • RTS Fellows Post save the Date to ALAS CI Keys and VTLC
10 weeks before	Finalize time block of the day	Speaker confirmed <ul style="list-style-type: none"> • Deadline for completed new vendor form 	Deadline for flyer content: <ul style="list-style-type: none"> • more detailed info (location, time) • event blurb & RSVP link • confirmed speakers for flyer • themes/photo to use (high res)
		Complete RGS for speaker honorarium	
2 months before			Flyer DRAFT 1 deadline
			Deadline for final edits of flyer
			Share final flyer with embedded RSVP link
			Final approval from ALAS admin for flyer email
6 weeks before			Send email blast to: <ul style="list-style-type: none"> • previous summit participants • campus global
			Share email blast
			Send email blast to: <ul style="list-style-type: none"> • ALAS Advisory Board & Campus Leads • RTS Fellows Post flyer on ALAS CI Keys and VTLC
	Finalize agenda of the day	Complete check request for honorariums to have payment ready for day of event	
	Allocate budget		
1 month before	Approve final agenda of the day		
	Grant approval on allowable expenses to ALAS		

	Place order for any special rentals: • extra chairs, linens, etc.		Deadline for Program content: • final agenda of the day • speaker bios and photos (high res)
3 weeks before			DRAFT 1 of program due
			Deadline for program edits
	Place catering order		Deadline to send updated program for final edits
2 weeks before	Walk-through of venue and agenda of the day		Deadline for final edits of program from DCC
	Start sending frequent RSVP updates		
			Final approval from ALAS admin for print materials
			Deadline to share any extra handouts that need to be printed • anything not submitted by this deadline will have to be printed by DCC
			Deadline to send to print: • programs • posters for A-frames • evaluations • notes page • any additional handouts
Week of event	Online RSVP closes. Update website for onsite registration only.		
	Review Staffing Plan		Stuffing Folders: • programs • any additional handouts • notes page • evaluation
	Send detailed event info email to RSVPs		Print, Stuff & Organize name badges
Day of Summit			