

EVENT PLANNING TIMING GUIDELINES

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For Local and Kingdom Events

Event Name: _____

Event Date: _____ Event Steward: _____

*Note - These are simply guidelines for timing for event planning. Depending on the size and scope of your event these guidelines may not be applicable.

TIME FRAME	ACTIVITY	YOUR DATE	✓
PHASE 1: BID & INITIAL PLANNING (6-12 months before)			
9-12 months	Complete bid form and present to Seneschal/Baronage		<input type="checkbox"/>
Upon approval	Spike your event on the Kingdom calendar		<input type="checkbox"/>
Upon approval	Secure site contract and pay deposit		<input type="checkbox"/>
60 days after approval	Submit final budget for approval		<input type="checkbox"/>
PHASE 2: STAFF RECRUITMENT (5-9 months before)			
6-9 months	Fill all key staff positions		<input type="checkbox"/>
6-9 months	Fill supporting staff positions		<input type="checkbox"/>
6-9 months	Key staff coordinate with branch officers		<input type="checkbox"/>
6-9 months	Ensure any additional insurance is obtained		<input type="checkbox"/>
PHASE 3: PUBLICITY & DETAILS (4-6 months before)			
4-6 months	Event schedule published (subject to change)		<input type="checkbox"/>
4-6 months	A&S competitions announced		<input type="checkbox"/>
4-6 months	Martial tournaments announced		<input type="checkbox"/>
4-6 months	Announce any additional activities		<input type="checkbox"/>
4-6 months	Issue invitations to Royalty/Baronage		<input type="checkbox"/>
4-6 months	Complete event flyer via Spike		<input type="checkbox"/>
4-6 months	Ensure event website/social media is complete		<input type="checkbox"/>
4-6 months	Begin advertising your event		<input type="checkbox"/>
PHASE 4: FINAL PREPARATIONS (2 months before)			
2 months	Fill additional staffing needs (marshals, A&S judges, MoLs)		<input type="checkbox"/>
2 months	Review schedule with Royalty/Baronage attending		<input type="checkbox"/>
2 months	Coordinate with staff to ensure everything is on track		<input type="checkbox"/>
2 months	Feast menu announced (subject to change)		<input type="checkbox"/>
PHASE 5: FINAL COUNTDOWN (1 month to event)			
1 month	Ensure all supplies are purchased (gate, children's, MoL, etc.)		<input type="checkbox"/>
1 month	Coordinate with staff to ensure everything is on track		<input type="checkbox"/>
2 weeks	Coordinate with staff to ensure everything is on track		<input type="checkbox"/>
2 weeks	Prepare gate packets, cash box, supplies		<input type="checkbox"/>
1 week	Confirm final attendance numbers with site (if requested)		<input type="checkbox"/>
1 week	Final staff coordination and checklist review		<input type="checkbox"/>

POST-EVENT TASKS

TIME FRAME	ACTIVITY	YOUR DATE	✓
DAY OF EVENT			
Event day	Site walk-through with site contact (document with photos)		<input type="checkbox"/>
Event day	Verify all staff are present and prepared		<input type="checkbox"/>
Event day	Handle any issues as they arise		<input type="checkbox"/>
Event day	Final site walk-through and cleanup inspection		<input type="checkbox"/>
WITHIN 1 WEEK AFTER EVENT			
Within 1 week	Send thank-you messages to staff and volunteers		<input type="checkbox"/>
Within 1 week	Ensure that all receipts are turned in to the exchequer		<input type="checkbox"/>
Within 1 week	Return any borrowed or rented items		<input type="checkbox"/>
WITHIN 2 WEEKS AFTER EVENT			
Within 2 weeks	Collect reports from all staff (marshals, MoL, herald, A&S) for event steward report.		<input type="checkbox"/>
Within 2 weeks	Ensure all officer reports are submitted (marshal, MoL, herald, financial)		<input type="checkbox"/>
WITHIN 1 MONTH AFTER EVENT			
Within 1 month	Debrief with staff - document lessons learned		<input type="checkbox"/>
Within 1 month	Submit Event Steward Report to Seneschal		<input type="checkbox"/>
Within 1 month	Archive event documentation for future reference		<input type="checkbox"/>

NOTES: Ensure that all receipts are turned in to the exchequer
