

Event Planning Timeline

| Activity | Time Frame | Your Date |
|-----------------------------------------------------------------------------------------------|-----------------------------|-----------|
| Complete bid form and present to Seneschal/Baronage | 12-24 months prior to event | |
| Spike your event on the Kingdom calendar | Upon approval of bid | |
| All key staff positions should be filled | 9-12 months prior to event | |
| Submit final budget for approval | 60 days after bid approval | |
| Key staff members should coordinate with any branch officers (i.e. Gatekeeper with Exchequer) | 6-9 months prior to event | |
| Supporting staff positions should be filled | 6-9 months prior to event | |
| Ensure any additional insurance required has been obtained | 6-9 months prior to event | |
| Event schedule published (always subject to change) | 4-6 months prior to event | |
| A&S competitions announced | 4-6 months prior to event | |
| Martial tournaments announced | 4-6 months prior to event | |
| Announce any additional activities | 4-6 months prior to event | |
| Issue invitations to Royalty/Baronage | 4-6 months prior to event | |
| Fully complete event flyer via Spike | 4-6 months prior to event | |
| Ensure event website/social media page complete (and continually updated) | 4-6 months prior to event | |
| Start advertising your event | 4-6 months prior to event | |
| Ensure any additional staffing needs are filled (i.e. additional marshals, A&S judges, MoL's) | 2 months prior to event | |
| Review schedule with any Royalty/Baronage are attending | 2 months prior to event | |
| Coordinate with staff to ensure everything is on track | 2 months prior to event | |
| Feast menu announced (always subject to change) | 2 months prior to event | |
| Ensure all supplies are purchased (gate, children's, MoL, etc.) | 1 month prior to event | |
| Coordinate with staff to ensure everything is on track | 1 month prior to event | |
| Coordinate with staff to ensure everything is on track | 2 weeks prior to event | |
| Coordinate with staff to ensure everything is on track | 1 week prior to event | |