**Implementation Plan - Event Timeline**

Please complete this form for your Take Action LA event(s). If you are hosting multiple events, complete one form and include information for all events.

Include milestones such as finalizing the location, obtain permits, rent equipment, confirm speakers and travel arrangements, order swag, design marketing materials, print resource materials, begin marketing, ensure ADA accommodation requests are met, complete all event promotion, etc.

Do not include specific details such as: purchase cups, print name tags, pay speaker.

*A separate Marketing Plan, which will require detail on marketing, will be due mid-February. Please keep any marketing milestones in this document at a high level. Marketing should begin no later than March 15 and continue through April and/or until your event takes place.*

You may add lines to the table if needed.

**Organization Name:**

**Event Date(s):**

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| **February 2024**  |
| **Item**  | **Start Date** | **Completion Date**  |
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| **March 2024**  |
| **Item**  | **Start Date** | **Completion Date**  |
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| **April 2024**  |
| **Item**  | **Start Date** | **Completion Date**  |
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| **May 2024**  |
| **Item**  | **Start Date** | **Completion Date**  |
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| **After the Event**  |
| **Item**  | **Start Date** | **Completion Date**  |
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