

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: Take Action LA Grant Organization

Event Date(s): May 3, 2024

February 2024		
Item	Start Date	Completion Date
Confirm use of venue	2/1/24	2/2/24
Confirm event time	2/1/24	2/2/24
Confirm participation from A Place Called Home	2/4/24	2/8/24
Confirm all performing artist and teaching artists	2/4/24	2/8/24
Confirm panelists	2/4/24	2/8/24
Develop marketing plan	2/5/24	2/15/24
Confirm permit requirements and begin obtaining permits	2/6/24	2/15/24
Design flyers	2/20/24	2/28/24

March 2024

Item	Start Date	Completion Date
Begin marketing	3/1/24	5/2/24
Design resource materials	3/3/24	3/31/24
Order giveaway items	3/7/24	3/9/24
Contracts to all artists and panelists	3/7/24	3/12/24
Equipment rental orders placed	3/12/24	3/12/24
Catering order placed	3/12/24	3/12/24
Reserve hotels for traveling panelists	3/12/24	3/12/24
Site visit to venue	3/15/24	3/15/24
Secure and contract production crew	3/15/24	3/15/24
Secure and contract videographer	3/17/24	3/20/24
Secure and contract A/V	3/17/24	3/20/24
Secure and contract translators	3/17/24	3/20/24
Design event layout	3/20/24	3/24/24

April 2024

Item	Start Date	Completion Date
Order catering	4/1/24	4/2/24
Order equipment for ADA accommodations	4/10/24	4/10/24
Order event decorations	4/10/24	4/10/24
Host panelist Zoom run-through	4/15/24	4/15/24
Host pre-event meeting with all partners/contractors	4/20/24	4/20/24
Second site visit including production and A/V contractors	4/21/24	4/21/24
Confirm all contractor arrival times	4/21/24	4/21/24
Host dress rehearsal for performing artists	4/28/24	4/28/24

