

- **Online Event/Collection Setup** – 6-8 weeks prior
  - Complete the checklist at <http://helpdesk.nativity-cincinnati.org> and attach it to a help desk ticket
- **Flyer Design** – 6-8 weeks prior
  - If you would like a special flyer design (similar to golf outing) submit a ticket to <http://helpdesk.nativity-cincinnati.org>
- **Website** – 4-6 weeks prior
  - Submit ticket to <http://helpdesk.nativity-cincinnati.org>
- **Email Campaign** – 4-6 weeks prior
  - Submit ticket to <http://helpdesk.nativity-cincinnati.org>
- **Bulletin** – 4 weeks prior
  - Submit to [cindy.schlegel@nativity-cincinnati.org](mailto:cindy.schlegel@nativity-cincinnati.org)
  - By Monday at 9
- **Ridge Ave. Signboard** – 2 weeks prior
  - Submit ticket to <http://maintenance.nativity-cincinnati.org>
- **Flyers Distribution** – 1 and 3 weeks prior
  - Bulletin Distribution – Contact Cindy Schlegel for exact timing
  - White Envelop Distribution – 300 copies in the office by 9am on Tuesday
- **Maintenance Setup Diagrams** – 2-3 weeks prior
  - Submit ticket to <http://maintenance.nativity-cincinnati.org> with any setup requirements
- **School Newsletter** – 1 week prior
  - Must be submitted to [nativityschool@nativity-cincinnati.org](mailto:nativityschool@nativity-cincinnati.org) at by 9am on Monday
- **Facebook** – School/Alumni Only – Week of post
  - Send to [nativityschool@nativity-cincinnati.org](mailto:nativityschool@nativity-cincinnati.org)
- **Fr. Paul Announcement** – 1 week prior
  - Send to [sharon.kindell@nativity-cincinnati.org](mailto:sharon.kindell@nativity-cincinnati.org)

When planning events/promotions it is helpful to have the following information

- High Resolution photo of all speakers/presenters
- Full biography of all speakers/presenters
- Links to their websites if applicable



# Event Planning Checklist

Use the timeline below to enter the dates each item is due by for your event.

	Week 8	Week 7	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1
Online Form Development (6-8)								
Flyer Design (6-8)								
Website (4-6)								
Email (4-6)								
Bulletin (4-5)								
Ridge Sign (2)								
Flyer Distribution (1-3)								
Maintenance Setup Request (2-3)								
School News (1-2)								
Social Media (1)								
Fr. Paul Announce (1)								



# Event Planning Checklist

Date	Version	Description	Author
11/12/13	1.0	Initial Version Created	Rudy Gruenke