

## Worksheet: Profitability Planning Timeline

Task	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
<b>Timeline</b> agreed to									
<b>Budget</b> draft and finalized									
<b>\$ goal</b> & purpose for monies raised									
<b>Committee</b>									
Chair									
Responsibilities									
Recruited									
Meetings									
<b>Sponsorships</b>									
Materials & Benefits									
Committee enlisted									
Prospect list									
Meetings									
Final to printer									
<b>Auction</b>									
Committee									
Sound and lighting									
Logistics									
Auctioneer									
Check-out processes									
<b>Venue, food, beverages</b>									
Secured by x date									

Insert rows as needed here									
Clean up plan?									
<b>Guest List</b>									
<b>Invitation</b>									
Final copy to printer									
Printing date									
Mailing date									
<b>VIP plan</b>									
Pre-party plan?									
<b>PR and social media plan</b>									
<b>Website plan</b>									
<b>Post-event</b>									
Followup plan									
Thank you calls to buyers and sponsors									