

YWIH Festival Planning Timeline Sample

Twelve Months Out

- Contact potential committee heads and convene to plan
- Determine purpose of event and target group
- Procure local school and community calendars
- Choose date and potential venues
- Determine budget and funding

Nine Months Out

- Contact and procure a clinician and teaching quartet
- Send a “save the date” to potential participants and organizations
- Venue secured
- Committee heads check in

Six Months Out

- Determine festival music; procure sheet music and tracks
- Send more detailed information to potential participating organizations
- Publicity quartets and ambassadors visit schools and other organizations

Three Months Out

- Registration packets sent to participating organizations
- General publicity flyers distributed
- Volunteers recruited and confirmed

Two Months Out

- All details and logistics finalized
- Music, tracks, and other information sent to all participants
- Volunteer list completed, and duties communicated
- Communication (touch base) with clinician and teaching quartet
- Finalize and communicate festival day schedule