

# ANNUAL BANQUET PLANNER

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**12**  
months before  
the event

Steps :  
.....  
 From Organizing Committee  
.....  
 Set Goals/Theme/Budget  
.....  
 Select Venue  
.....

Target :  
.....  
.....  
.....

**9-10**  
months before  
the event

Steps :  
.....  
 Secure Keynote Speaker  
.....  
 Develop Event Program  
.....  
 Start Sponsorship Outreach  
.....

Target :  
.....  
.....  
.....

**6-8**  
months before  
the event

Steps :  
.....  
 Create Marketing Plan  
.....  
 Design Invitations  
.....  
 Begin Ticket Sales  
.....

Target :  
.....  
.....  
.....

**3-5**  
months before  
the event

Steps :  
.....  
 Finalize Menu and Catering  
.....  
 Confirm Logistics  
.....  
 Coordinate Volunteers  
.....

Target :  
.....  
.....  
.....

**1-2**  
months before  
the event

Steps :  
.....  
 Follow Up with Sponsors  
.....  
 Send Formal Invitations  
.....  
 Finalize Program Details  
.....

Target :  
.....  
.....  
.....

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**2-4**  
weeks before  
the event

Steps :

- Review RSVPs and Ticket Sales
- Prepare Event Material
- Run Final Checks

Target :

**1**  
week before  
the event

Steps :

- Confirm Final Numbers
- Conduct Rehearsals
- Pack Event Day Supplies

Target :

**Day of**  
the event

Steps :

- Setup and Decoration
- Registration and Welcome
- Execute Event Plan

Target :

**Post**  
event

Steps :

- Thank You and Follow Up
- Financial Review
- Review and Debrief

Target :