GREEN APPLE DAY OF SERVICE

PROJECT PLANNING TIMELINE

Need some help staying organized with your project planning? Use the handy timeline below as a guide, and adapt it to fit your project and the amount of time you have to work on it.

Months Out	Weeks Out	Date	Status	POC	Task
3	12				Finalize event goals and objectives
3	12				Register the project at greenapple.org
3	12				Establish planning meeting frequency and times
2.5	10				Draft written materials for potential sponsors or donors and schedule meetings
2.5	10				Determine project materials and services needed
2.5	10				Develop plan for outreach for potential volunteers and community fundraising
2.5	10				Develop a plan for outreach to local media
2.25	9				Ensure all approvals are in place to do the project at the school
2.25	9				If applicable, send save the dates
2.25	9				Ensure any contracts are in place if needed: Audio/visual, catering, photographer, etc.
2.25	9				Schedule second meetings with potential sponsors or donors
2	8				Walk through the school using the site checklist to make sure you'll have what you need day-of
2	8				Update project profile on greenapple.org
2	8				Create descriptions of volunteer roles on-site
1.75	7				Check back in on the project's goals and ensure you are making the impact you intended
1.75	7				Send project information to any organizations helping with volunteer outreach and fundraising

1.5	6				If any high-profile attendees are coming, gather a bio, logo, headshot, etc. for promotion
1.25	5				Lock in sponsors or donors
1.25	5				Lock in volunteer group, and ensure that you have contact information for each
1.25	5				Consider hosting a pre-event volunteer training, if needed
0.5	2				Send and invitation or media alert to relevant local press
0.5	2				Final walk-through of the project site to check if anything has changed
0.5	2				Check in with any vendors that will be serving the event
0.25	1				Send reminder email to volunteers
0.25	1				Purchase final project materials
0.25	1				Send press release about the event to local media
-0.25	-1				Follow-up email to volunteers
-0.25	-1				Follow-up email to sponsors and donors
-0.25	-1				Follow-up email to organizational partners
-0.5	-2				Update project profile on greenapple.org with event description and photos