

Worksheet:

Event readiness timeline planner

How to use this worksheet: Map your event against these milestones. Add dates, owners, and notes to keep planning on track. Use it as a living document you revisit and update as the event approaches.

Event basics

Event name:

Event date(s):

Event location:

Event type (conference, concert, tournament, etc.):

Event scope ownership

Expected attendance/guest volume:

Key departments (F&B, housekeeping, security, etc.):

Event lead / primary coordinator:

	Task	Date	Owner	Notes
6–12 months out	Seasonal staff recruitment begins	/ /		
	Onboarding plan drafted and trainers assigned	/ /		
	SOPs updated and uploaded to central hub	/ /		
	Role responsibilities finalized and documented	/ /		
3 months out	Communication hub live and tested	/ /		
	Mobile scheduling system rolled out	/ /		
	Guest experience initiatives defined	/ /		
	Staff training refreshers scheduled	/ /		
	Language/translation needs addressed	/ /		
Event week	Real-time update system ready	/ /		
	Daily huddles or digital check-in plan finalized	/ /		
	Crisis protocols tested and ready	/ /		
	Recognition plan in place (shoutouts, rewards, etc.)	/ /		
	Real-time feedback channels set up (polls, surveys)	/ /		