Women in Property
Event Process Actions and Timings

Timing (wks)		Event Process	Associated Document/s		
			WiP Website Members Toolbox	WiP SharePoint	Google Drive
Max	Min				
No. of Weeks Before Event					
52	6	**1. *Plan an Event*** • *What, When, Who* • *WiP Events Timetable*	*CPD Events* *Making the case for sponsorship*	*WiP Events > Events Timetable*	
52	6	**2. *Launch an Event*** • *New Event Request* • *Event Workbook*	*New Event Request*		***Shared with Me:*** *Event Workbook*
26	6	**3. *Event Go Live*** • *Event is on Website/App* • *Bookings accepted*			
26	6	**4. Event Admin** • *Event Promotion* • *Bookings* • *General Administration* • *Keep in Touch*	*Supplier information sheets*		
6	1	**5. *Event Preparation*** • *Training & Rehearsals* • *Guest Lists / Name Badges*	*Script for Intro/Outro* *Zoom Backgrounds*		
Event					
		6. *On the Day* • *Timing* • *Photographs* • *Introduction* • *Record Attendance*	*Zoom Backgrounds* *Script for Intro/Outro*		***Shared with Me:*** *Event Workbook*
Post Event					
1	0	**7. *Post Event*** • *Follow Up* • *Event Review* • *Event Reports* • *Plan next event!*	*Expense Reclaim* *Event Feedback Form* *Event Review Template*	*Branch Committee Papers Folder> listed by month*	