

Quiet Phase

- Build Team / Budget
- Develop marketing material
- Decide on campaign approach
- Develop communication plan



Planning

- Club presentations
- Finalize event agendas and plans
- Send Thank you
- Hotel reservations
- Identify speaker aids
- Newsletter article



Review

- Outreach to individuals
- Social media burst
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Thank You

- Hold event - Oct 2
- Post event news release
- Post event news letter
- Send out thank you cards

plan 2025 2026 Jan-March 2026 April-June July 2026 August 2026 September 2026 October 2026

Begin Club Outreach



- Train Ambassadors - mid Jan
- Create and share prospect lists
- Bi-monthly team meetings
- Secure venues
- Secure VIP speakers, MC
- Create webpage Feb 15

Execution



- Mail invitations
- Confirm speakers
- Social media
- Newsletter article
- Send thank you

Final Sprint



- Final donor push
- Final club meetings
- Celebration agenda finalized
- Final invitations out



Updated 1/26/26

