

# Standard Operating Procedure (SOP)

## Event Scheduling & Timeline Coordination

This SOP defines the processes for **event scheduling and timeline coordination**, including planning event dates, coordinating with stakeholders, setting deadlines, assigning tasks, monitoring progress, and ensuring timely execution. The goal is to streamline event management by maintaining clear schedules and effective communication to achieve successful event delivery.

### 1. Purpose

To establish a standardized procedure for scheduling events and coordinating all related timelines to ensure effective planning, communication, and execution of events.

### 2. Scope

This procedure applies to all employees, departments, and contractors responsible for event planning, management, and execution.

### 3. Responsibilities

- **Event Coordinator:** Oversees entire scheduling and coordination process.
- **Project Team:** Assists in task assignment and execution.
- **Stakeholders:** Provide input and approval on event details and timelines.
- **Vendors/Suppliers:** Deliver services/materials according to schedule.

### 4. Procedure

1. **Initiation**
  - Confirm event objectives, scope, and stakeholders.
2. **Event Date Planning**
  - Propose potential event dates.
  - Consult stakeholders for date availability and conflicts.
  - Select and finalize the event date.
3. **Timeline Setup**
  - Identify key milestones and deadlines (e.g., booking venue, sending invites).
  - Create a master timeline using a calendar or project management tool.
4. **Task Assignment**
  - Break down event requirements into actionable tasks.
  - Assign tasks with clear deadlines and responsible parties.
5. **Stakeholder Coordination**
  - Share timeline with all stakeholders.
  - Schedule regular progress meetings or updates.
6. **Progress Monitoring**
  - Track task completion against deadlines.
  - Identify and resolve scheduling conflicts or delays.
7. **Pre-Event Review**
  - Conduct final review meeting with stakeholders to confirm readiness.
8. **Event Execution**
  - Operate according to finalized schedule and assignments.
9. **Post-Event Evaluation**
  - Review event outcomes.
  - Document lessons learned for future improvements.

## 5. Timeline Example

Milestone	Responsible Party	Deadline
Set Event Date	Event Coordinator	8 weeks before event
Book Venue	Venue Lead	7 weeks before event
Send Invitations	Communications Team	6 weeks before event
Confirm Suppliers	Logistics Lead	5 weeks before event
Finalize Program	Program Manager	3 weeks before event
Conduct Pre-Event Review	Event Coordinator	1 week before event
Event Day Execution	All Teams	Event Day
Post-Event Evaluation	Event Coordinator	1 week after event

## 6. Communication Protocol

- All timeline changes must be promptly communicated to stakeholders via email or shared platform.
- Weekly progress updates should be sent by the Event Coordinator.
- Maintain a central document or project management board accessible to all team members.

## 7. Documentation

- Maintain records of event schedules, meeting notes, and progress updates.
- Archive documentation after event completion for future reference.

## 8. Review and Update

- Review this SOP annually or after each event, and update as necessary.