Generic Timeline (Big Events)						Status	Assignee(s)	Notes
			Time Prior to Event	Milestone or Task	Comments	Status	Assignee(s)	Notes
		1	12 months	Set Target Date for Event	determine date of event or time frame (to be solidified when venue reservation is made)			
		2	11 months	reserve the venue	make "deposit" type of payment for venue if appropriate based on estimated attendance			
		3	10 months	Assign Project manager/Event Director, course designer(s)				
		4	9 months	Start Advertisement design, Award design, determine classes				
		5	8 months	Complete Advertisement design and review, order awards				
		6	7 months	Make/update Attackpoint event, send Ads to Orienteering Magazine(s), Alert nearby clubs, local newspapers, etc				
		7	6 months	apply for usage permits	applies to cases where the event is spread across many different areas that are			
		8						
		9	4 months	Open registration, Review course design, get volunteers				
		10						
		11	4 months	contact naturalist(s)	and review control placement			
		12	3 months	finalize permits				
		13	3 months	Distribute initial registration list in preparation for for onsite check-in/registration via computer	(software with manual backup)			
		14						
		15	2 months	Complete course design and starting vetting, receive awards				
		16						
		17	1 month	Close registration, distribute list for Software preparation, follow up on ambiguous registrations				
		18	2 weeks	Complete vetting, confirm volunteers				
		19	1 week	Prepare check-in packets, determine and document schedule for the day of the event, prepare check-in checklist for volunteers	checklist should include re-checking members of each team, signing waivers, re-check assigned class category, re-check finger stick			
		20						
		21	Day of Event: Check-in	setup check-in area, follow checklist for participant check-in, communicate schedule for the day				
		22						
		23	Day of Event: Results	setup results area, check off people coming in, periodically check on-going results for errors, give final results to Event Director	make sure everyone is back, leave no one out there			
		24						
		25	Ongoing	make periodic contact with venue contact person	to review plan for usage, identify and resolve			
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