



TIMELINE

This document is intended to guide your team as you check your progress before the event. Once the date is agreed on and this document is signed, this timeline will show deadlines for each task to give the National Deaf Center on Postsecondary Outcomes (NDC) ample time to book and coordinate the logistics of the event.

Please work with your Core Team to identify three proposed dates for the event. We usually host the event on the weekdays in the evening after usual business hours. We suggest that the Core Team look at their local event calendars to make sure of no conflicts with the proposed dates.

First choice of date: _____

Second choice: _____

Third choice: _____

OFFICIAL DATE AGREED ON BY BOTH PARTIES: _____

BACKUP DATE: _____

If the Core Team needs to switch to the backup date, the community engagement coordinator will need justification to approve the new date. Multiple missed deadlines is not sufficient for justification in many cases.

CHECKLIST

Deadlines in red are critical and must be met. Check when complete.

3 MONTHS before the event date:

- | | |
|--|-----------------|
| 1. Find a venue. | Due date: _____ |
| 2. Submit an itemized invoice for the venue. | Complete? |
| 3. Gather information on interpreting agencies and access needs. | |

2 MONTHS before the event date:

- | | |
|--|-----------------|
| 1. Submit an itemized invoice for light refreshments. | Due date: _____ |
| 2. Start a list of invitees and send the first round of invitations. | Complete? |

6 WEEKS before the event date:

- | | |
|--|-----------------|
| 1. Send the second round of invitations. | Due date: _____ |
| 2. Check in with the community engagement coordinator. | Complete? |

4 WEEKS before the event date:

1. Send a last blast of invitations.
2. Check in with the community engagement coordinator.

Due date: _____

Complete?

2 WEEKS before the event date:

1. Send reminder e-mails for all RSVPs (confirmed attendees).
2. Check in with the community engagement coordinator.

Due date: _____

Complete?

1 WEEK before the event date:

1. Receive materials from NDC.
2. Check in with the community engagement coordinator.

Due date: _____

Complete?

2 DAYS before the event date:

1. Send reminder e-mails for all RSVPs (confirmed attendees).
2. Check in with the community engagement coordinator.

Due date: _____

Complete?

1 DAY before the event date:

1. Print the name tags.
2. Gather all materials.
3. Check in with the community engagement coordinator.

Due date: _____

Complete?

1 DAY after the event:

Mail all NDC materials and notes back to Austin.

Due date: _____

Complete?

Once a month for a year after the event:

Briefly check in with the Community Engagement Coordinator.

Due dates: FLEXIBLE

Complete?

3–6 MONTHS after the event:

1. Host follow-up meeting.
2. Draft action plan(s).

Due date: _____

Complete?

SIGNATURES

NATIONAL DEAF CENTER:

Signature: _____

Name: _____

Date: _____

CORE TEAM MEMBERS:

Signature 1: _____

Name: _____

Date: _____

Signature 2: _____

Name: _____

Date: _____