

## Survivors of Torture Timeline

Task	Start	End	Done		
Benefit Committee Meeting #1	9/29	9/29			
Create timeline (update - ongoing)	9/29	4/30			
Compile list of possible honorees/speakers	9/29	10/20			
Create list of potential sponsors (ongoing)	9/29	10/27			
Determine levels of sponsorship & benefits	10/1	10/20			
Draft sponsorship letter	10/1	10/20			
Create revenue & expense budget (update - ongoing)	9/29	4/30			
Benefit Committee Meeting #2	10/27	10/27			
Finalize Objectives	10/17	10/27			
Draft letters to honorees/speakers	10/21	11/7			
Send letters or call honorees/speakers	10/29	11/17			
Send sponsorship letters/make calls (ongoing)	10/29	1/10			
Research designers and printers	11/1	12/5			
Follow up and choose honoree	11/3	11/17			
Update revenue & expense budget (update - ongoing)	11/10	11/14			
Brainstorm ideas re: type of items wanted and raffle ticket price	11/10	12/1			
Determine who will design, layout, & proofread copy and greetings	11/10	11/28			
Determine how many items wanted	11/10	12/19			
Follow up with potential sponsors (ongoing)	11/11	2/10			
Determine content - what is to be included i.e. staff list, board, program info, acknows, testimonials, biographies, schedule, etc.	11/17	11/21			
Establish deadlines i.e. date to get to designer, to printer, etc.	11/17	1/31			
Research possible venues	11/24	11/28			
Get estimates from printers for producing a journal	11/24	12/5			
Write journal copy	11/24	2/15			
Benefit Committee Meeting #3	12/1	12/1			
Negotiate and contract w/ designer and printer	12/8	12/12			
Write copy for Save the Date Cards	12/8	1/15			
Create overall preliminary program	12/8	12/12			
Update revenue & expense budget (update - ongoing)	12/15	12/19			
Send Save the Date copy to designer	12/15	12/19			
Negotiate and contract chosen venue	1/15	1/19			
Create journal tracking database i.e. money, ad, art work etc.	1/5	1/9			
Review and edit copy	1/12	1/16			
Save the Date to printer	2/15	2/15			
Research caterers	1/12	2/15			
Benefit Committee Meeting #4	1/19	1/19			
Determine and enlist speakers for evening	1/19	1/23			
Follow up on item solicitations	1/19	3/19			
Put system in place to track RAFFLE donors including contact info, estimated value and item donated	1/26	1/30			
Determine number of copies to print	2/2	2/6			
Determine if there will be gift bags for guests	2/2	2/6			
Determine if any security is needed to keep items from walking from the office	2/9	2/13			
Select menu	2/9	2/13			
Update revenue & expense budget (update - ongoing)	2/9	2/13			
Benefit Committee Meeting #5	2/15	2/15			
Negotiate and contract caterer	2/15	2/28			
Send Invitation & RSVP copy to designer	2/22	2/22			
Mail Save the Date cards	2/24	2/24			

updated on 6/28/2007

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Task	Start	End	Done		
Confirm speakers for the evening	2/24	3/1			
Ask honorees for their list to send out invites, personal note	2/24	3/15			
If gift bags are a yes, secure items for gift bags	2/15	4/1			
Create internal financial tracking system for "ticket sales"	3/1	3/14			
Create database/system to track RSVPs	3/1	3/14			
Write event copy for the website	3/1	3/14			
Deadline to receive copy from donors	3/15	3/15			
email final list of donors to designer	3/15	3/15			
Raffle items arrive @ SOT office	3/14	5/1			
Recruit on-site personnel	3/14	3/18			
Finalize overall program	3/14	3/18			
Conduct walk thru	3/14	3/18			
Send journal components to the designer	3/15	3/23			
Receive Invites and RSVPs from designer - make any final changes	3/21	3/25			
Invitation and RSVP to printer	3/23	3/23			
Determine on site set-up; which items go where, cashier station	3/21	3/25			
Determine how each item will be displayed	3/21	3/25			
Finalize and confirm menu	3/21	3/25			
Secure photographer	3/21	3/25			
Send RFPs to florists	3/21	3/25			
Determine volunteer jobs	3/21	3/25			
Write volunteer job descriptions	3/21	3/25			
Layout of the room i.e. check in, vols, RAFFLE, VIP area etc	3/21	3/25			
Determine all technical, logistical and on-site needs	3/21	3/25			
Benefit comm. to send out invites to personal contacts w/ a hand written note	3/21	4/1			
Mail out Invites	3/29	3/29			
Put event info onto website	3/29	3/29			
Update guest database with RSVP's etc	4/1	5/9			
Determine on site security protocol for items at event	4/1	4/8			
Negotiate and contract w/ florist	4/1	4/8			
Determine information needed on check-in lists i.e. co. name, affiliation, guest of, VIP etc.	4/1	4/13			
Receive from designer and make final changes/approve	4/4	4/8			
Determine which volunteers are doing which job(s)	4/9	4/13			
Create volunteer schedule	4/9	4/1			
Figure out on site staffing needs i.e. shift, roles	4/9	4/13			
Determine payment procedure i.e. checks, cc,	4/11	4/13			
Identify and order award for honoree	4/11	4/13			
Send journal to printer	4/18	4/20			
Designate volunteers to sell raffle tickets at event	4/18	4/21			
Create guest check-in lists	4/22	4/28			
Prepare gift bags	4/22	4/29			
Prepare training materials	4/22	4/29			
Update revenue & expense budget (update - ongoing)	4/22	5/9			
Create run of show i.e. timing of everything happening	4/22	5/7			
Finalize Names of Comps	5/2	5/9			
Receive award for honoree	5/2	5/9			
Confirm floral arrangements	5/2	5/9			
Hire car service/van to transport supplies from office to venue	5/2	5/9			
Ask for a copy of Honoree's remarks	5/2	5/9			
Confirm all technical, logistical and on-site needs are in place	5/2	5/9			

updated on 6/28/2007







































































































Survivors of Torture Timeline

Grid with 10 columns and 20 rows for recording data.































































































































































**Survivors of Torture Timeline**

Large empty grid for recording survivor information.























































**Survivors of Torture Timeline**
















































































































































