



**West Point**  
ASSOCIATION  
OF GRADUATES

# Full-Service Event Support Planning Timeline

**PHASE 1: Pre-Planning—3 years (spring reunions) to 1 year (fall reunions) prior**

Group Leaders - select level of WPAOG Event Support

- Select event dates with DAA
- Select event planning Chair & Committee

**PHASE 2: Hotel, Tentative Agenda, & Memorabilia Selection — 24 months to 5 months prior (ideally 12 months prior)**

- Choose Event Hotel HQ (Alumni Events provides options to Event Chair)
- Negotiate & contract with Event Hotel HQ (Alumni Events negotiates, Event Chair approves)
- Tentative agenda reviewed (Alumni Events creates, Event Chair reviews)
- Hotel block(s) open for reservations— 50 weeks or less prior (Alumni Events coordinates with hotel(s))
- Memorabilia Selection (Event Chair with WPAOG Gift Shop, 9 months-5 months prior)

**PHASE 3: Detailed Planning & Memorabilia Order—5 months to 2 months prior**

- Finalize agenda (Alumni Events and Event Chair discuss)
- Coordinate logistics (Alumni Events)
- Approve budget (Alumni Events creates, Event Chair approves)
- Open registration, ideally 2 months prior (Alumni Events creates, Event Chair approves)
- Memorabilia Order (extra order items available for purchase 5 months –3 months prior)

**PHASE 4: Registration Open— 2 months to 2 weeks prior**

- Monitor registration (Alumni Events)

**PHASE 5: Event Execution—2 weeks through the event**

- Final coordination & event execution (Alumni Events)

**PHASE 6: Post-Event Wrap Up— post-event until complete (usually 1-2 months)**

- Process late additions & refunds (Alumni Events)
- Post-event survey
- Post-event shipping
- Receive, review & pay invoices
- Financial Wrap Up

