



West Point ASSOCIATION OF GRADUATES

Offsite Event Support Planning Timeline

PHASE 1: Pre-Planning (2 — 1 years prior)

Group Leaders - select level of WPAOG Event Support

- a. Select event dates and location
- b. Select event planning Chair & Committee

PHASE 2: Hotel, Tentative Schedule, & Memorabilia Selection (18 months — 5 months prior)

- a. Choose Event Hotel HQ
- b. Negotiate & contract with Event Hotel HQ
- c. Tentative schedule reviewed
- d. Hotel block(s) open for reservations— 36 weeks or less prior
- e. Memorabilia Selection (if applicable)

PHASE 3: Detailed Planning & Memorabilia Order (5 months — 2 months prior)

- a. Finalize schedule
- b. Approve budget
- c. Open registration
- d. Memorabilia Order (if applicable)

PHASE 4: Registration Open (2 months — 2 weeks prior)

- a. Monitor registration
- b. Final Report, provide Event Chair(s) final numbers to provide to vendors (2 weeks prior to event)

PHASE 5: Final Event Communication (1 week until day of the event)

- a. Final communication

PHASE 6: Post-Event Wrap Up (post-event — 3 months after event)

- a. Process late additions & refunds
- b. Post-event survey
- c. Receive, review & pay invoices
- d. Financial Wrap-Up
- e. Financial Wrap-Up

