**This is an example timeline that can help with planning a virtual food summit. Most tasks are optional and can be adjusted to fit the goals of your event.**

# Dates:

# Time:

# 2 months before event

* Research area and reach out to local stakeholders to gather input on logistics for the event, such as dates, times, and topics.
* Invite local stakeholders to be on the planning team.
* Meet with the planning team
	+ Build an outline for the agenda
	+ Develop event timeline
* Create an invitation (e.g., use free design programs such as Canva or Adobe Spark to create engaging invitations and graphics for social media)
* If you plan to have a website for the event, begin building it.
* Begin building an invitation list.
	+ *Using a shared platform, such as Microsoft Teams or Google Drive can help with building contact lists, designing invitations, and building agendas.*

# 6 weeks before event

* Meet with planning team
* Finalize topics
* Begin reaching out to potential keynote speakers and panelists
* Continue building invitation list
* Set up event in the virtual platform that you are using (e.g., Zoom, Microsoft Teams)

# 1 month before event

* Meet with planning team
* Begin sending invitations
* Encourage planning team to serve as facilitators for breakout sessions
* Encourage planning team to reach out to networks requesting facilitators for breakout sessions
	+ *Ideally, you will have a facilitator and a notetaker for breakout sessions so that the facilitator can focus on keeping the conversation going and the notetaker can capture comments.*
* Create a main presentation to share during the main sessions of the event. This presentation can include introductions and background information on food waste.
* Begin developing questions for breakout sessions
	+ *These questions can expand on the presentations before the breakouts and get attendees thinking more about the topic.*

# 2 weeks before event

* Meet with planning team
* Send invitations to any new contacts
* Confirm facilitators for breakout sessions
* Determine roles of the planning team for the event (e.g., emcee, tech support, facilitators, etc.)
* Finalize breakout session questions
* Create a document or slide deck with breakout session questions for facilitators and notetakers
* Develop an evaluation of the event to gather feedback from attendees

# Week before event

* Meet with planning team
* Send “last chance to register” invitations to anyone on the contact list who hasn’t registered
* Ensure that planning team has copies of the agenda, presentation slides, etc.

# Week of Event

* Host a “run-through” meeting for speakers and breakout session facilitators
* Host the event

# Post Event

* Send “thank you” notes to presenters, facilitators, hosts, sponsors, etc.
* Send a “thank you for attending” note to all attendees that includes any documents to share (e.g., presenter slides), links to resources, and link to evaluation if using.
	+ *Before sending this to attendees, consider gathering notes from the breakout sessions to share in your follow-up note so that people can see what topics were discussed in other breakout sessions.*