2022 Winter Games Event Planning Timeline

☑	**Item**	**Timeframe**
☑	Create Budget/Event Plan	12 months out
☑	Find facility	11 months out
☑	Confirm dates	10 months out
☑	Confirm venues	10 months out
☐	Confirm committee list	10 months out
☐	Create sponsor package	9 months out
☐	Create run of show	8 months out
☐	Solicit sponsors	8 months out
☐	Confirm Opening Ceremony entertainment	7 months out
☐	Confirm meals	6 months out
☐	Begin recruiting volunteers	4 months out
☐	Team registration due	2 months out
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