ENVITELY EVENT TIMELINE TEMPLATE

Every milestone, on track, from planning to post-event.

Welcome

Thank you for downloading the Envitely Event Timeline Template. This workbook gives you a single, organised place to plan and track every milestone — from the earliest planning stages through to post-event follow-up.

Purpose of This Template

To help event organisers build a realistic planning timeline, assign clear ownership of tasks, track progress against target dates, and quickly see what's overdue — without needing any spreadsheet experience.

Who It's For

This template is designed to work equally well for weddings, conferences, corporate events, universities and student unions, charity events, community events, networking events and private celebrations of any size.

What's Included

- Welcome & Guide — this sheet, with guidance and best practice tips.
- Event Timeline — a detailed, ready-to-use planning and task tracker.
- Timeline Dashboard — an executive summary with KPIs and charts, ready to present or print.

How to Use This Workbook

1. Open the Event Timeline sheet and add each task on its own row.
2. Use the dropdown lists to keep Project Phase, Priority and Status consistent.
3. Set a target date for each task so Days Remaining can be tracked automatically.
4. Update Status as work progresses, and record when each task was Completed On.
5. Check the Timeline Dashboard at any time for an up-to-date view of your progress.

Planning Best Practices

- Start planning early to give yourself room for the unexpected.
- Prioritise critical milestones so nothing important slips through the cracks.
- Review progress regularly rather than waiting until deadlines are close.
- Assign clear ownership so every task has a single responsible person.
- Build contingency time into your schedule for tasks that run long.

Why Move Beyond Spreadsheets?

Spreadsheets are excellent for planning. But as events grow, larger events benefit from centralised planning, team collaboration and real-time updates — that's where Envitely comes in.

✓	Event Timelines	✓	Tasks
✓	Guest Lists	✓	Budgets
✓	RSVP Tracking	✓	Seating & Allocations
✓	Vendors	✓	Agendas
✓	Team Collaboration		

Ready to manage your entire event?

This template is designed to help you manage your event timeline, but successful events need much more. With Envitely you can also manage:

- Event Timelines
- Tasks
- Guest Lists
- Budgets
- RSVP Tracking
- Seating & Allocations
- Vendors
- Agendas
- Team Collaboration

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Free to use for personal and commercial event planning. Not for resale or redistribution.

EVENT TIMELINE

Plan, assign and track every task from kickoff to post-event.

Total Tasks	Overdue	Completed	In Progress	Completion %
0	0	0	0	0.0%

Task ID	Project Phase	Task	Assigned To	Priority	Status	Target Date	Completed On	Days Remaining	Dependencies	Notes

Task ID	Project Phase	Task	Assigned To	Priority	Status	Target Date	Completed On	Days Remaining	Dependencies	Notes

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TIMELINE DASHBOARD

An at-a-glance summary of your event timeline — ready to review or present.

TOTAL TASKS	COMPLETED	IN PROGRESS
0	0	0

NOT STARTED	OVERDUE	COMPLETION %
0	0	0.0%

Tasks by Status

Category	Count
Not Started	0
In Progress	0
Completed	0
On Hold	0
Cancelled	0

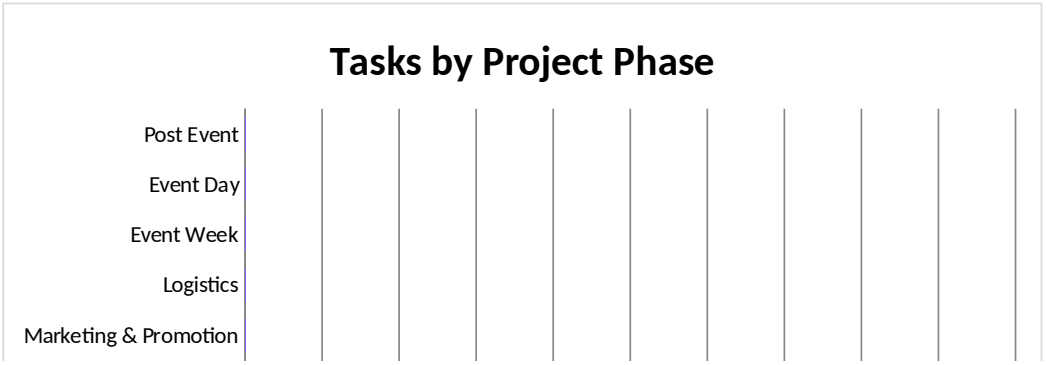
Tasks by Project Phase

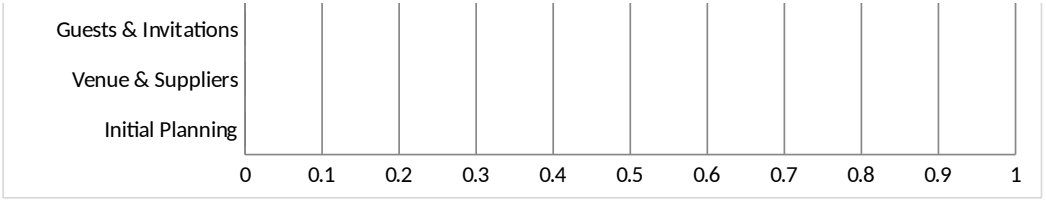
Category	Count
Initial Planning	0
Venue & Suppliers	0
Guests & Invitations	0
Marketing & Promotion	0
Logistics	0
Event Week	0
Event Day	0
Post Event	0

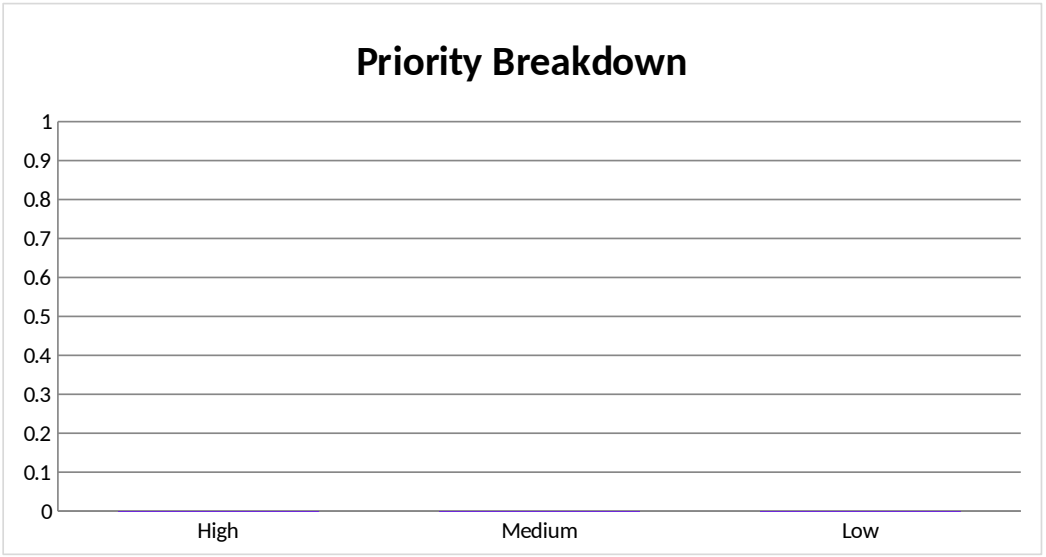
Priority Breakdown

Category	Count
High	0
Medium	0
Low	0









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