



Event Production Timeline

A 30-DAY PLANNING TIMELINE FOR PLANNERS, VENUES, SCHOOLS, AND CORPORATE TEAMS

Use these checkpoints to move from initial scope to final confirmation, show day, and follow-up without compressing critical production decisions.

30 days out - define

	Confirm objective, audience, venue, date, and decision-makers
	Review agenda, event spaces, and room plan
	Identify sound, lighting, music, equipment, and staffing needs
	Confirm production partners and preliminary scope
	Establish budget approvals and decision deadlines

21 days out - connect

	Review venue access, power, placement, and house requirements
	Confirm presenters, performers, media, branding, and music direction
	Define vendor and production responsibilities
	Identify weather or contingency requirements
	Schedule rehearsal and system-check windows

Event Production Timeline

14 to 7 days out - build and confirm

	Update agenda, room plan, contacts, and production scope
	Finalize equipment and personnel
	Collect presentations, videos, music, and logos
	Confirm microphone assignments and cue responsibilities
	Distribute crew calls, loading instructions, and final deadlines

Show day and follow-up

	Complete load-in, setup, testing, and room reset
	Brief presenters, operators, and decision-makers
	Manage the approved program and document material changes
	Complete breakdown, pickup, and venue sign-off
	Capture follow-up items and retain current production records

NEXT
STEP

Request a Quote at rgdjpro.com or contact info@rgdjpro.com.