

NOTE: Below is an EXAMPLE timeline from a benefit project produced by a From the Top alum in 2015. This is just an example, provided to help you design your own timeline. You should feel free adapt it to suit your project, or develop your own structure.

Planning Timeline

From the Top Alumni & Music for Food Concert

Williams Hall, NEC

April 15, 2015

Beginning of Project

- Discuss project goals, benchmarks, and budget with FTT advisor
- Outline plans to document/record the project

Two Months Before concert date

- Create a rehearsal schedule and hold rehearsal space **Jan 31**
- Recruit Boston based FTT alumni **now-Feb 15**
- Confirm Musicians **Feb 15th**
- Select a food pantry and make contact with a staff member there **Feb 15**
- Begin planning repertoire **now-Feb 23rd**
- Finalize Repertoire **Feb 23rd**
- Make a list of family and friends to invite -all musicians
- Make sure ticketing procedures are finalized
- Touch base with FTT advisor to check in on goal progress

One Month Before

- Begin rehearsals **Early March**
- Create Facebook and E-mail invites **March 1st**
- Write email to The Greater Worcester Food Bank
- Design a concert flyer and begin distributing
- Send out email invitations **March 12th**
- Touch base with FTT advisor to check in on goal progress

The Month of

- Design concert programs (Rep and bio's) **April 1st**
- Recruit 1-2 student volunteers for your concert **April 1st**
- Write out a script/outline for the concert **April 6th**
- Send out an invitation reminder **April 8th**
- Concert programs finalized and printed **April 13th**

- Finalize script **April 13th**
- Dress Rehearsal **April 13th**
- Finalize documentation plans
- Keep FTT advisor in the loop, discuss any last minute changes to the plan

Post Concert

- Follow up with food pantry to evaluate success and think about future collaborations
- Follow up with audiences to prompt further action
- Debrief with FTT advisor
- Create and present final report