Booking Milestones

Due dates count back from the event date. Days-before values are starting points: change them to match your process.

SAMPLE - fictional business, event and people. Not a real client. Numbers are illustrative only.

Event	Retirement dinner for 120 guests (fictional)	**Client**	Westbrook Library staff committee (fictional)
Event date	Mar 20, 2027	**Event lead**	Harbor & Thyme events team (fictional)

Milestone	Days before event	Due date	Owner	Status	Notes
Proposal sent	90	Dec 20, 2026	Sales	Done	Sent with two menu options
Proposal accepted and deposit invoice sent	75	Jan 4, 2027	Sales	Done	
Deposit received; date confirmed	60	Jan 19, 2027	Accounts	Done	Deposit paid by card
Tasting held (if offered)	45	Feb 3, 2027	Chef	Done	Chose menu option B
Menu and service style confirmed in writing	30	Feb 18, 2027	Sales	Done	
Venue details confirmed: kitchen, power, load-in, timings	21	Feb 27, 2027	Event lead	In progress	Walkthrough booked; power still to confirm
Dietary and allergy list received from client	14	Mar 6, 2027	Sales	Not started	
Rentals and staff booked	14	Mar 6, 2027	Event lead	Not started	
Final guest count due	7	Mar 13, 2027	Sales	Not started	Client knows count is due 7 days out
BEO issued to kitchen and floor team	5	Mar 15, 2027	Event lead	Not started	
Food ordering and production sheet done	4	Mar 16, 2027	Chef	Not started	
Balance invoice due	3	Mar 17, 2027	Accounts	Not started	
Packing checklist checked; vehicle booked	1	Mar 19, 2027	Event lead	Not started	
Event day	0	Mar 20, 2027	Everyone	Not started	

Milestones done	5
Still open	9

How to use this template

1. On the Booking milestones tab, enter the event date; each due date is calculated from the days-before value, which you can change.
2. Assign an owner and update the status as each milestone is done.
3. On the Run sheet tab, enter each activity's start time and duration; the end time and the gap or overlap with the previous line are calculated.
4. A negative gap means two consecutive lines overlap. Check it is intentional (for example two teams working in parallel).
5. Print the run sheet for the event lead and share the same version with the venue and planner.

Event-Day Run Sheet

Enter start times and durations; end times and the gap from the previous line are calculated. A negative gap means an overlap.

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Venue Riverside community hall (fictional)

Venue contact Duty manager, 555-0187

On-site lead Event captain, 555-0163

Start	Minutes	End	Gap from previous (min)	Activity	Location	Owner	Notes
1:00 PM	60	2:00 PM		Load vehicles and leave the kitchen	Kitchen	Event lead	
2:00 PM	30	2:30 PM	0	Arrive, check in with venue contact, unload	Loading dock	Event lead	
2:30 PM	90	4:00 PM	0	Set guest tables, buffet line and drinks station	Main hall	Floor team	
4:00 PM	60	5:00 PM	0	Kitchen setup, hot holding on, final prep	Venue kitchen	Chef	
5:00 PM	30	5:30 PM	0	Staff briefing: menu, special meals, timeline	Main hall	Event lead	
5:30 PM	60	6:30 PM	0	Guests arrive, passed appetizers	Main hall	Floor team	
6:15 PM	15	6:30 PM	-15	Welcome from the host	Stage	Client	Planned overlap with appetizers
6:30 PM	75	7:45 PM	0	Buffet dinner service	Main hall	Chef	
7:45 PM	30	8:15 PM	0	Clear mains; dessert and coffee	Main hall	Floor team	
8:15 PM	45	9:00 PM	0	Retirement presentation (client's program)	Stage	Client	
9:00 PM	60	10:00 PM	0	Breakdown, pack and load	Main hall	Event lead	
10:00 PM	15	10:15 PM	0	Walkthrough with venue contact, depart	Main hall	Event lead	

Overlapping lines 1

End times wrap past midnight. Gaps assume consecutive lines happen on the same day.