



SPONSOR SUMMIT TIMELINE

SIX MONTHS AHEAD	FIVE MONTHS AHEAD	FOUR MONTHS AHEAD	THREE MONTHS AHEAD	TWO MONTHS AHEAD	ONE MONTH AHEAD	TWO WEEKS AHEAD	SUMMIT DAY	IMMEDIATELY AFTER	TWO TO FOUR WEEKS AFTER
..... Create your planning team							HAVE FUN!		
..... Connect with your local LMP leadership									
..... Send save the date and find location									
..... Capture the voice of the customer									
..... Create your agenda									
..... Select and confirm speakers									
..... Invite guests									
Production / Speakers call									
Send reminder to participants									
Planning meeting									
Model partnership									
Capture your work									
Action items and next steps									
Follow-up survey									Debrief