



# TIMELINE



SIX MONTHS AHEAD	FIVE MONTHS AHEAD	FOUR MONTHS AHEAD	THREE MONTHS AHEAD	TWO MONTHS AHEAD	ONE MONTH AHEAD	FAIR DAY	TWO WEEKS AFTER	SIX MONTHS AFTER
Review UBT Fair in a Box						HAVE FUN!		
..... Assemble planning committee .....								
..... Set date and time .....								
..... Find a location .....								
		..... Select teams .....						
		..... Invite guests .....						
			Begin publicity					
			..... Create storyboards .....					
			..... Procure prizes and giveaways .....					
				..... Provide materials for teams .....				
				..... Gather materials for event .....				
					Plan for set-up and clean-up			
HAVE FUN!								
							Debrief	Start planning the next UBT fair

