



West Point  
ASSOCIATION  
OF GRADUATES

Class of 1969

# Full-Service Event Support Planning Timeline

May 19—22, 2024

## PHASE 1: Pre-Planning [3 years (Spring reunions) to 1 year (Fall reunions) prior]

May 19, 2021— May 19, 2023

### Group Leaders - select level of WPAOG Event Support

- a. Select event dates with DAA
- b. Select event planning Chair & Committee

## PHASE 2: Hotel, Tentative Schedule, & Memorabilia Selection [2 years to 5 months prior]

May 19, 2022 — Dec. 23, 2023

- a. Choose Event Hotel HQ
- b. Negotiate & contract with Event Hotel HQ
- c. Tentative schedule reviewed
- d. Hotel block(s) open for reservations— 50 weeks or less prior
- e. Memorabilia Selection

## PHASE 3: Detailed Planning & Memorabilia Order [5 months to 2 months prior]

Dec. 23, 2023 — March 19, 2024

- a. Finalize schedule
- b. Coordinate logistics
- c. Approve budget
- d. Open registration
- e. Memorabilia Order

## PHASE 4: Registration Open [2 months to 2 weeks prior]

March 19, 2024 — May 5, 2024

Monitor registration

## PHASE 5: Event Execution [2 weeks through the event]

May 5, 2024 — May 22, 2024

Final coordination & event execution

## PHASE 6: Post-Event Wrap Up [post-event until complete (usually 1 –2 months)]

May 23, 2024— July 31, 2024

- a. Process late additions & refunds
- b. Post-event survey
- c. Post-event shipping
- d. Receive, review & pay invoices

