



# TIMELINE



SIX MONTHS AHEAD OF FAIR DATE	FOUR MONTHS AHEAD OF FAIR DATE	THREE MONTHS AHEAD OF FAIR DATE	TWO MONTHS AHEAD OF FAIR DATE	ONE MONTH AHEAD OF FAIR DATE	DATE OF FAIR	WITHIN TWO WEEKS AFTER FAIR DATE
<ul style="list-style-type: none"> <li>REVIEW UBT FAIR IN A BOX</li> </ul>	<ul style="list-style-type: none"> <li>SELECT TEAMS</li> </ul>	<ul style="list-style-type: none"> <li>BEGIN PUBLICITY</li> </ul>	<ul style="list-style-type: none"> <li>PROVIDE MATERIALS FOR TEAMS</li> </ul>	<ul style="list-style-type: none"> <li>PLAN FOR SET-UP AND CLEAN-UP</li> </ul>	<h2>HAVE FUN!</h2>	<ul style="list-style-type: none"> <li>DEBRIEF</li> </ul>
<ul style="list-style-type: none"> <li>ASSEMBLE PLANNING COMMITTEE</li> </ul>	<ul style="list-style-type: none"> <li>INVITE GUESTS</li> </ul>	<ul style="list-style-type: none"> <li>CREATE STORYBOARDS</li> </ul>	<ul style="list-style-type: none"> <li>GATHER MATERIALS FOR EVENTS</li> </ul>	<ul style="list-style-type: none"> <li>START PLANNING THE NEX UBT FAIR.</li> </ul>		
<ul style="list-style-type: none"> <li>SET DATE AND TIME</li> </ul>		<ul style="list-style-type: none"> <li>PROCURE PRIZES AND GIVEAWAYS</li> </ul>				
<ul style="list-style-type: none"> <li>FIND A LOCATION</li> </ul>						

SEE DETAILED PLANNING GUIDE

