ANNUAL TIMELINE DRAFT TEMPLATE
FOR GROUPS

None of this is compulsory. This is intended to be a template for each group to tailor as required. In fact, it is not possible for all groups to run to this exact timeline as there wouldn't be enough capacity to run all end-of-year review meetings in March, for example.

Month	-5	-4	-3	-2	-1	0	+1	+2	+3	+4	+5	+6
Example	*Oct*	*Nov*	*Dec*	*Jan*	*Feb*	*March*	*April*	*May*	*June*	*July*	*Aug*	*Sept*
			Nominations*		Elections*	End of Year Review Start date for new committee members						
		Committee meeting*			Committee meeting			Committee meeting				Committee meeting
Members events schedule supported	Professional development event					Review followed by Zoom Social			Industry Insider event			
Members events schedule un-supported			Christmas social				Get to know your committee					

*Some standard terminology is being used as a shortcut; for example, not all groups have a committee – they might have a steering group instead. And not all groups will need to run an election process.

Event strands

Afternoon Tea	Professional Development	Industry Insider	Lates	Online social
In-conversation event, usually hosted by a Committee member.	An event where members can learn a new skill.	Panel discussion with experts from within the publishing industry.	In-person social event. This would have to break-even financially with a minimum of 15 attendees.	An opportunity to network and chat to other writers in your area or within your specialism.

The SoA Events team can support with **three events** per year – see table below for division of event set up tasks.

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The committee should choose the event type, topic and speakers to invite.

Informal online meetings are also possible if Committees want to run them in addition to the staff-supported meetings. These meetings would use the Local Groups Zoom account. Meetings need to be scheduled directly into the Zoom account to ensure no diary clashes.

The Committee should decide which would be most appropriate for their members, and whether the event would be open to all members or just group members.

Events Team

- Adding event information to the website
- Set up the Zoom meeting
- Pass information to the Comms team

Staff Coordinator and / or Committee/Steering Group

- Complete a template to gather relevant information (supplied by Events Team)
- Identifying and inviting the speakers
- Write copy to describe the event
- Drafting and sending the mailing out
- Moderating/hosting the event