Tierra Bella Timeline

9-12 months in advance

* Venue reserved
* Additional parking reserved (if needed)
* Date confirmed and reserved with church for the day prior to the event

7-8 months in advance

* 1st TB staff meeting
* Initial pricing model discussed (including price bumps/dates)
* Routes discussed (#, length, initial routes)
* Initial jersey design reviewed

5-6 months in advance

* Pricing model and routes confirmed
* Jersey design finalized, discuss T-shirt design
* Rest stop locations confirmed
* Submit TB budget to Treasurer

December – everything that must be confirmed/finalized in order to go live January 1st, including:

* Pricing model
* Routes / Training Rides
* Rest stops reserved (permits later)
* Jersey design, t-shirt (if possible)
* Meal options (included? not included? Price? Food trucks? other?)
* Website design/wording and anything else necessary

Monthly – meetings / agenda, make sure everything / everyone on track (delegate everything and manage), track expenses and reimbursements.

1-2 months prior

* Confirm future dates for the event

Day of Event – oversee event, be available all day (5:30am-7:00pm)

Post event – make sure any outstanding expenses are sent to Treasurer for reimbursement, attend staff Appreciation event, confirm returning staff.