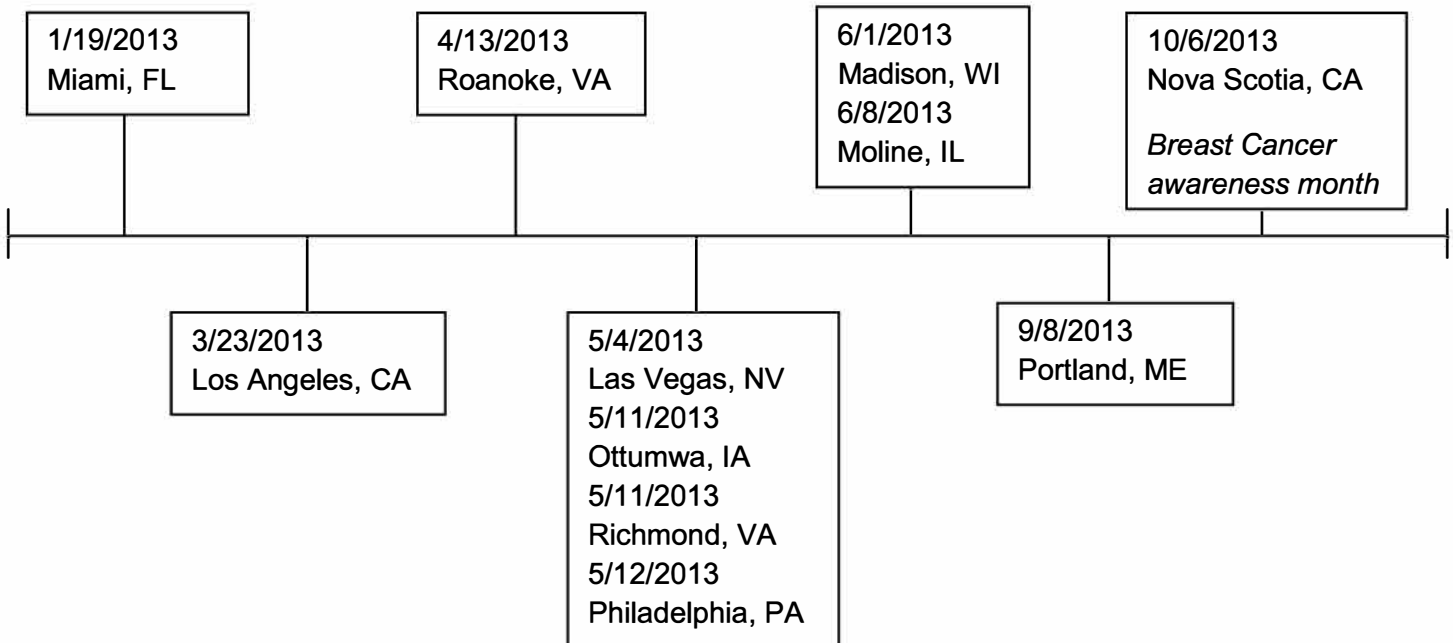




Creating An Event Timeline

A Timeline is an ordered representation of events generally displayed on a time scale. It can be an effective tool to display activities, goals, and action items.

Sample Timeline (Susan G Komen Race for the Cure 2013)



Some Basic Timeline Questions Include:

1. **What is the purpose of this Timeline?** *For example*, conduct Outreach for recruiting women to join the UBC; increase Sister participation in committee meetings; or get your local SIB committee involved in National Events.
2. **What is the basic unit of measurement for this Timeline?** *For example*, a Timeline might display information by the Day, by the Month, by the Year, or by some other Period of Time.

The above Susan G. Komen example displays information by Months.

3. **What “other” events might be occurring during the period represented by this Timeline?** *For example*, Local Union picnics, Local Union meetings, membership appreciation events, Carpenters Contract Rallies, JATC events, or community events.



The above Susan G. Komen example shows that *Breast Cancer Awareness Month* occurs in Canada during October.

4. **Which events on this Timeline “need to happen” before other events can occur?** *For example*, if your Timeline focuses on recruitment, the dates and times Locals or JATC’s will be accepting applicants or new members must occur *before* the dates and times for new member orientation.
5. **Which type of Timeline will you be using?** *For example*, wall timeline, book timeline, or computer timeline.
6. **What might go wrong with this Timeline?** *For example*, Sisters may not volunteer as expected, funds needed for the event might not be available, or the weather may cause some problems. Be prepared for unexpected issues and the time it takes to resolve them.