8 WEEK COUNTDOWN CHECKLIST

EVENT NAME		EVENT DATE	

COUNTDOWN

WHEN	TASKS	ASSIGNED TO	DONE
8 WEEKS OUT			
7 WEEKS OUT			
6 WEEKS OUT			
5 WEEKS OUT			
4 WEEKS OUT			
3 WEEKS OUT			
2 WEEKS OUT			
1 WEEK OUT			
3 DAYS OUT			
DAY BEFORE			
EVENT DAY			
AFTER THE EVENT			
OTHER			