# Timeline: Planning Event

In general, we begin planning a “Save the Date” about 6 months ahead of our next hack/doc event.

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| **What we do** | **When we do it** |
| Set up Google Drive   1. [Download Hack/Doc templates](https://github.com/Islandora-Collaboration-Group/icg_information/tree/master/templates_how_to_run_a_hack_doc); put into a shared Google Drive 2. Tweak, hack, edit the template files to suit your needs | 3 months before event |
| Set date   1. Gauge interest for dates (Doodlepoll) 2. Send “Save the Date” email   *Please save the dates of May 23-24, 2017 for our next Hack/Doc.*  *Location: \_\_\_\_ College (City, State)*  *Please use our Attendee Signup List (Google Doc) to sign up.* | 3 months before event (we run hack/docs 2-3 times per year) |
| Share with group   1. Google-Docs-Icon-lead.jpg[Template: “Logistics”](https://github.com/Islandora-Collaboration-Group/icg_information/tree/master/templates_how_to_run_a_hack_doc) (hotel arrangements, wifi, etc.) 2. Google-Docs-Icon-lead.jpg[Template: “Dietary Requests Form”](https://github.com/Islandora-Collaboration-Group/icg_information/tree/master/templates_how_to_run_a_hack_doc) | 2 months before event |
| Survey of hack/doc topics: create and share   1. (See: Survey: Hack/Doc Topics + Roles) | 2 months before event |
| Set and share: Schedule: Daily + Hourly Agenda | About 2 weeks beforehand |
| Pre-conference Hangout/Skype to determine roles, goals, experts, resources (optional) | About 2-3 days beforehand |
| Welcome, overview, review of docs   1. Google-Docs-Icon-lead.jpg[Template: “Schedule: Daily + Hourly Agenda”](https://github.com/Islandora-Collaboration-Group/icg_information/tree/master/templates_how_to_run_a_hack_doc) | DAY 1 BEGINS |
| Communal note-taking   1. Google-Docs-Icon-lead.jpg[Template: “Day 1: Group Notes”](https://github.com/Islandora-Collaboration-Group/icg_information/tree/master/templates_how_to_run_a_hack_doc) 2. Google-Docs-Icon-lead.jpg[Template: “Day 2: Group Notes”](https://github.com/Islandora-Collaboration-Group/icg_information/tree/master/templates_how_to_run_a_hack_doc) | During each event |
| Post-mortem: What worked? What didn’t?   1. Google-Docs-Icon-lead.jpg[Template: “Post Mortem of Hack/Doc”](https://github.com/Islandora-Collaboration-Group/icg_information/tree/master/templates_how_to_run_a_hack_doc) | After each day; wrap-up 1-2 days afterward |
| Wrap-up and setting up additional code/doc sprints | 1-2 weeks afterward |