|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | EVENT GANTT CHART | | | | | **Lorem Ipsum (Job Description)** | | |  |
|  | **Phil Norris (Marketing Manager)** | | |  |
|  | Another Great Template from TemplateLab.com | | | | | **John Doe (Entertainment Organizer)** | | |  |
|  | **"Acme Chefs" (Outsourcing)** | | |  |
|  |  |  |  |  |  | **Julia Montgomery (Assistant)** | | |  |
| **CONFERENCE NAME MAY 8th, 2022** | | | | |  | **Edwin Hale (Sponsor)** | | |  |
|  | **Sylvania Cartwright (Event Manager)** | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Assemble Team** |  |  |  |  |  |  | **Event Manager** |  |
|  | **Prepare Budget** |  |  |  |  |  |  | **Event Manager / Sponsor** |  |
|  | **Book the Venue** |  |  |  |  |  |  | **Assistant** |  |
|  | **Arrange Catering and Vendors** |  |  |  |  |  |  | **Outsourcing** |  |
|  | **Line Up Speakers** |  |  |  |  |  |  | **Entertainment Organizer** |  |
|  | **Put Together an Agenda** |  |  |  |  |  |  | **Event Manager** |  |
|  | **Register Attendees** |  |  |  |  |  |  | **Assistant** |  |
|  | **Promote Event** |  |  |  |  |  |  | **Marketing Manager** |  |
|  | **EVENT HOSTING** |  |  |  |  |  |  | **Event Manager / Assistant** |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **WEEK 1** | **WEEK 2** | **WEEK 3** | **WEEK 4** | **WEEK 5** | **WEEK 6** |  |  |
|  |  | April 4th ǀ April 10th | April 11th ǀ April 17th | April 18th ǀ April 24th | April 25th ǀ May 1st | May 2nd ǀ May 8th | May 9th ǀ May 15th |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **EVENT DESCRIPTION** |  |  |  |  |  |  |  |  |
|  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus . | | | | | | | |  |
|  |  |
|  |  |
|  |  |  |  |  |  |  |  | [© TemplateLab.com](https://templatelab.com/) |  |