

2023 CTLF CEO Forum Timeline by Month – Silver Partners

June

- 6/29 - Partner welcome email
 - Kickoff meeting
 - Video shoot dates
 - Important upcoming dates
 - Vector logo request
 - Event point person

July

- 7/10 - Partner resource web pages active
- 7/20 - Save the Date
 - Email sent to CTLF CEO Forum list and partners
- 7/27 – Partner Kickoff Meeting at Class VI Partners
 - 11:30am-1:30pm (Lunch served)

August

- **8/3 - Registration Open!**
 - CTLF sends partners invitation email to use
 - CTLF sends invitation to our list
- 8/4 - Partner deliverables due to CTLF
 - Video shoot talking points or script due from all partners
 - About Us due from Silver Partners
- 8/9 and 8/15 - Video shoots at Garlic
- 8/17 - Partner invitations continue
 - CTLF sends partners new “You’re Invited” email to use
 - CTLF sends partners registration update
- 8/30 - Partner check-in meeting on Zoom 11:30am – 12:15pm
- 8/31 - Registration update
 - CTLF sends partners registration update
 - Partners continue invitations using prior or personalized content

September

- 9/7 - Partner invitations continue
 - CTLF sends partners new “You’re Invited” email to use
 - CTLF sends partners registration update
- 9/14 - Partner invitations continue
 - CTLF sends partners new “Don’t Miss Out” email to use
 - CTLF sends partners registration update
- 9/20 - Partner check-in meeting on Zoom 11:30am – 12:15pm
- 9/21 - Last Chance to Register!
 - Partner last push to invite guests
 - CTLF sends partners new invitation to use
 - CTLF sends partners registration update
 - **Registration closes 9/26**

October

- 10/2 - Event set-up at Seawall Ballroom 1-5pm
 - Partners set up their info tables
- 10/2 - CTLF sends partners final registration list
- 10/3 - Event Day
 - Partners arrive 7:30am to welcome guests
 - Doors open 7:45am
 - Program ends 11:00am
 - Post-event networking ends 11:30am
- 10/6 - CTLF send partners final attendee list and requests for contact