Gantt Chart Examples

All events will have a unique Gantt Chart. Below are some examples for different events, some are from our past students so their names have been redacted.
Please use these as a reference point and to inspire your own Gantt Chart. Do not copy these as they may not be relevant for your event.

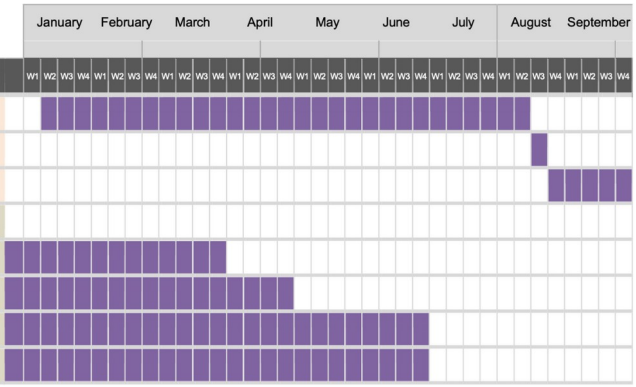
Example 1

V1 - 14/2/2024 | Event Day | Sunday, 20/08/2024

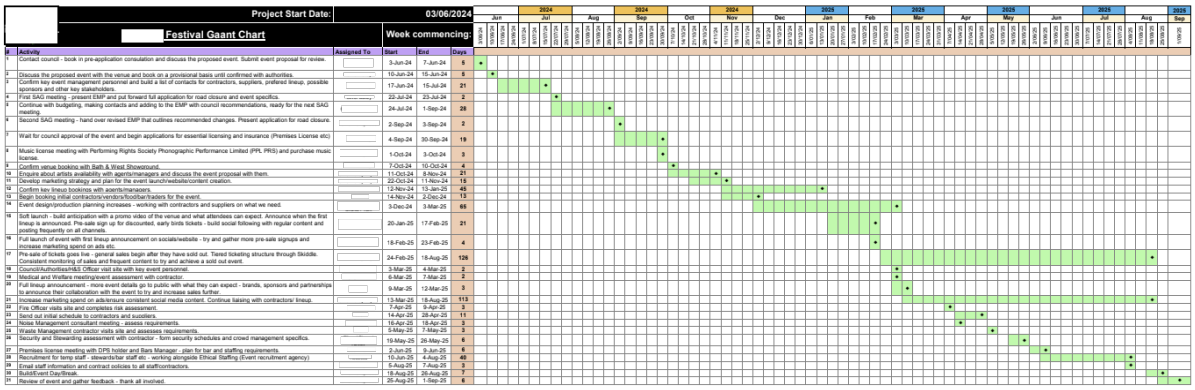
TASK	ASSIGNED TO	PROGRESS	START	END
T-Shirts		TO DO	1/4/24	1/6/24
Resarch & Book Rac		IN PROGRESS	1/1/24	1/5/24
Waste Management		TO DO	19/2/24	20/8/24
Risk Assessment - O	+	IN PROGRESS	1/1/24	1/3/24
Volunteers		IN PROGRESS	1/4/24	4/4/24
Routes				
Design Swim Course		DONE	1/1/24	1/2/24
Swim - Risk Assessm	+	IN PROGRESS	1/1/24	1/3/24
Swim Safety Plan	+	IN PROGRESS	1/1/24	1/3/24
Design & Recce Bike		DONE	1/1/24	20/8/24
Bike - Risk Assessme	+	IN PROGRESS	1/1/24	1/3/24
Design & Recce Run		DONE		
Run - Risk Assessme	+	IN PROGRESS	1/1/24	20/8/24
Route Team - Staff		IN PROGRESS	1/1/24	1/7/24
Sales				
Entries open (via Ent		IN PROGRESS	1/2/24	1/8/24
Marketing				
Save the Date!	+	DONE	2/1/24	1/2/24
Entries Open - adver	+	IN PROGRESS	1/2/24	date
Entries to close soon	+	TO DO	16/7/24	6/8/24

/1 - 14/2/2024 | Event Day | Sunday, 20/08/2024

TASK	ASSIGNED TO	PROGRESS	START	END
Recruit Volunteers	+	IN PROGRESS	14/1/24	20/8/24
RACE DAY	+	TO DO	20/8/24	20/8/24
Post event overview	+	TO DO	21/8/24	1/10/24
Sponsors & Vendors				
Title Sponsor		IN PROGRESS	1/1/24	1/4/24
Aid Station Sponsor		IN PROGRESS	1/1/24	1/5/24
3 Food/Drink Vendo		IN PROGRESS	1/1/24	1/7/24
3 Traders		IN PROGRESS	1/1/24	1/7/24



Example 2



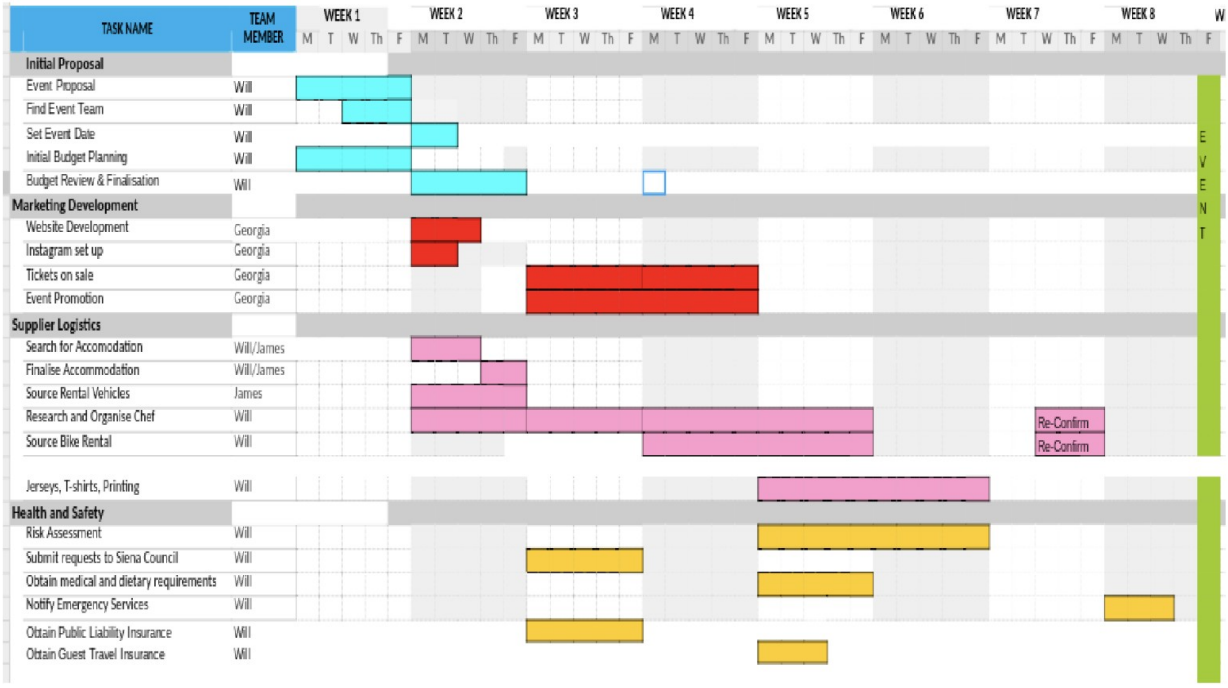
Festival Gaant Chart

Project Start Date: 03/06/2024

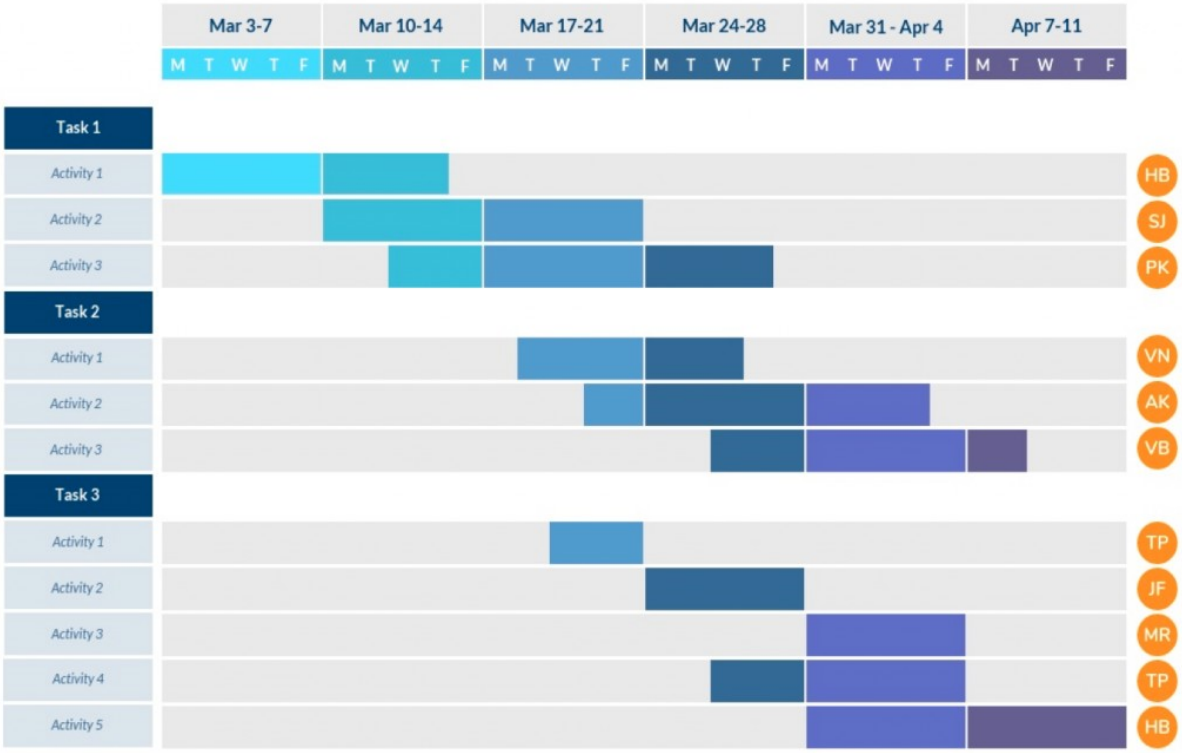
Week commencing:

#	Activity	Assigned To	Start	End	Days
1	Contact council - book in pre-application consulation and discuss the proposed event. Submit event proposal for review.		3-Jun-24	7-Jun-24	5
2	Discuss the proposed event with the venue and book on a provisional basis until confirmed with authorities.		10-Jun-24	15-Jun-24	5
3	Confirm key event management personnel and build a list of contacts for contractors, suppliers, prefered lineup, possible sponsors and other key stakeholders.		17-Jun-24	15-Jul-24	21
4	First SAG meeting - present EMP and put forward full application for road closure and event specifics.		22-Jul-24	23-Jul-24	2
5	Continue with budgeting, making contracts and adding to the EMP with council recommendations, ready for the next SAG meeting.		24-Jul-24	1-Sep-24	28
6	Second SAG meeting - hand over revised EMP that outlines recommended changes. Present application for road closure.		2-Sep-24	3-Sep-24	2
7	Wait for council approval of the event and begin applications for essential licensing and insurance (Premises License etc)		4-Sep-24	30-Sep-24	19
8	Music license meeting with Performing Rights Society Phonographic Performance Limited (PPL PRS) and purchase music license.		1-Oct-24	3-Oct-24	3
9	Confirm venue booking with Bath & West Showground.		7-Oct-24	10-Oct-24	4
10	Enquire about artists availability with agents/managers and discuss the event proposal with them.		11-Oct-24	8-Nov-24	21
11	Develop marketing strategy and plan for the event launch/website/content creation.		22-Oct-24	11-Nov-24	15
12	Confirm key lineup bookings with agents/managers.		12-Nov-24	13-Jan-25	45
13	Begin booking initial contractors/vendors/food/bar/traders for the event.		14-Nov-24	2-Dec-24	13
14	Event design/production planning increases - working with contractors and suppliers on what we need.		3-Dec-24	3-Mar-25	65
15	Soft launch - build anticipation with a promo video of the venue and what attendees can expect. Announce when the first lineup is announced. Pre-sale sign up for discounted, early birds tickets - build social following with regular content and posting frequently on all channels.		20-Jan-25	17-Feb-25	21
16	Full launch of event with first lineup announcement on socials/website - try and gather more pre-sale signups and increase marketing spend on ads etc.		18-Feb-25	23-Feb-25	4
17	Pre-sale of tickets goes live - general sales begin after they have sold out. Tiered ticketing structure through Skiddle. Consistent monitoring of sales and frequent content to try and achieve a sold out event.		24-Feb-25	18-Aug-25	126
18	Council/Authorities/H&S Officer visit site with key event personnel.		3-Mar-25	4-Mar-25	2
19	Medical and Welfare meeting/event assessment with contractor.		6-Mar-25	7-Mar-25	2
20	Full lineup announcement - more event details go to public with what they can expect - brands, sponsors and partnerships to announce their collaboration with the event to try and increase sales further.		9-Mar-25	12-Mar-25	3
21	Increase marketing spend on ads/ensure consistent social media content. Continue liaising with contractors/ lineup.		13-Mar-25	18-Aug-25	113
22	Fire Officer visits site and completes risk assessment.		7-Apr-25	9-Apr-25	3
23	Send out initial schedule to contractors and suppliers.		14-Apr-25	28-Apr-25	11
24	Noise Management consultant meeting - assess requirements.		16-Apr-25	18-Apr-25	3
25	Waste Management contractor visits site and assesses requirements.		5-May-25	7-May-25	3
26	Security and Stewarding assessment with contractor - form security schedules and crowd management specifics.		19-May-25	26-May-25	6
27	Premises license meeting with DPS holder and Bars Manager - plan for bar and staffing requirements.		2-Jun-25	9-Jun-25	6
28	Recruitment for temp staff - stewards/bar staff etc - working alongside Ethical Staffing (Event recruitment agency)		10-Jun-25	4-Aug-25	49
29	Email staff information and contract solicies to all staff/contractors.		5-Aug-25	7-Aug-25	3
30	Build/Event Day/Break.		18-Aug-25	26-Aug-25	7
31	Review of event and gather feedback - thank all involved.		26-Aug-25	1-Sep-25	6

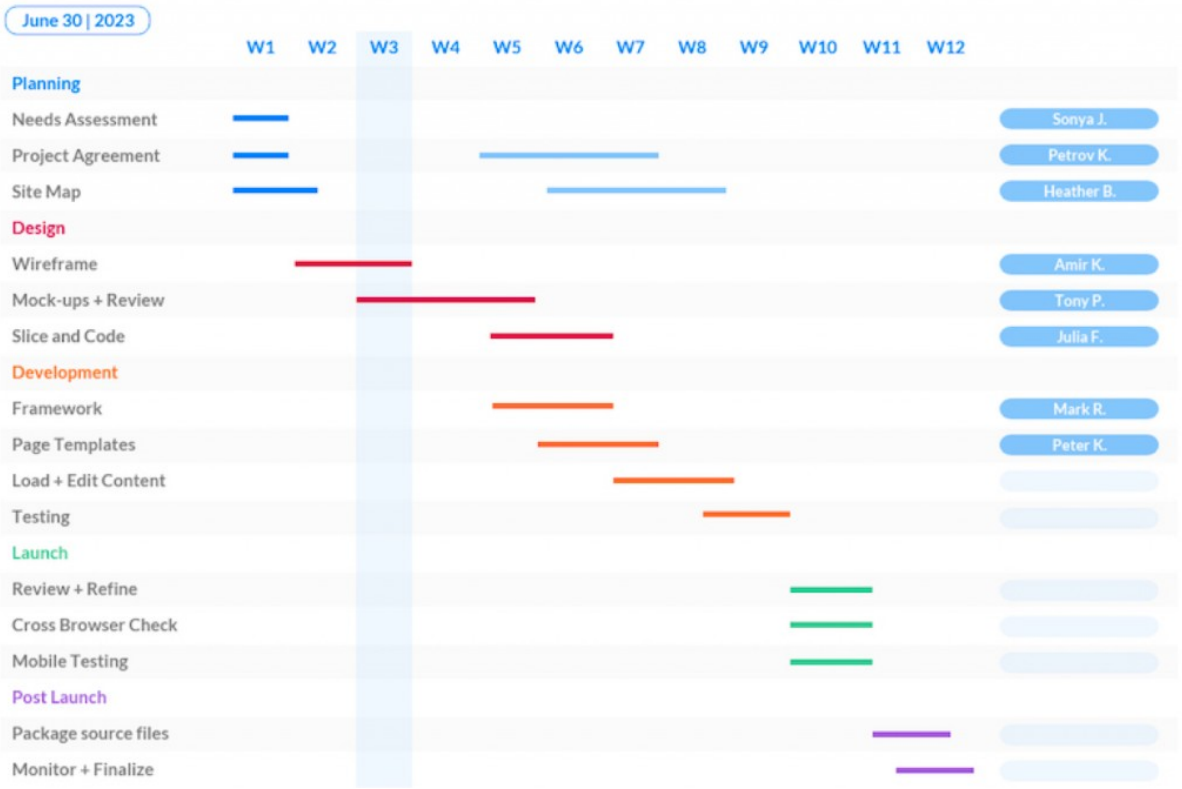
Example 3



Example 4


Mar 3-7
Mar 10-14
Mar 17-21
Mar 24-28
Mar 31 - Apr 4
Apr 7-11
M T W T F
Task 1
Activity 1
Activity 2
Activity 3
Task 2
Activity 1
Activity 2
Activity 3
Task 3
Activity 1
Activity 2
Activity 3
Activity 4
Activity 5
HB
SJ
PK
VN
AK
VB
TP
JF
MR
TP
HB

Example 5


June 30 | 2023
W1 W2 W3 W4 W5 W6 W7 W8 W9 W10 W11 W12
Planning
Needs Assessment
Project Agreement
Site Map
Design
Wireframe
Mock-ups + Review
Slice and Code
Development
Framework
Page Templates
Load + Edit Content
Testing
Launch
Review + Refine
Cross Browser Check
Mobile Testing
Post Launch
Package source files
Monitor + Finalize
Sonya J.
Petrov K.
Heather B.
Amir K.
Tony P.
Julia F.
Mark R.
Peter K.