KITOEM / EVENT DEADLINE TOOL

Teamwear Order Timeline Planner

Fictional worked example. Every duration is an editable planning assumption, not a KITOEM lead-time promise.

EVENT DATE	REQUIRED ARRIVAL	EARLY-ARRIVAL RULE
25 Aug 2027	20 Aug 2027	5 calendar days before the event

Stage	Illustrative dates	Duration basis	Owner	Start trigger
Brief & product scope	04-10 May	5 working days	Buyer project lead	Event date, destination and product lines available
Artwork confirmation	11-17 May	5 working days	Buyer artwork owner + supplier	Usable artwork files and placement brief available
Sample development	18 May-07 Jun	15 working days	Supplier development team	Artwork direction and sample scope confirmed
Sample review + one revision	08-14 Jun	5 working days	Buyer approver	Sample received; one consolidated feedback round
Roster & specification freeze	15-17 Jun	3 working days	Buyer roster owner	Revision accepted; product chart and roster ready
Production	18 Jun-22 Jul	25 working days	Supplier production lead	Written release conditions satisfied
Inspection & packing	23-27 Jul	3 working days	Supplier quality / packing owner	Production complete; check plan and packing list available
Transport & customs	28 Jul-10 Aug	10 working days	Agreed logistics owner	Shipment released with required documents
Arrival protection buffer	11-19 Aug	7 working days	Buyer project lead	Shipment tracked against 20 Aug target

Replace the example

Confirm the real event date, earlier required-arrival date, working-day or calendar-day basis, approval rounds, roster freeze, production start conditions, inspection scope, transport owner and contingency. Production completion, dispatch, customs clearance, final delivery and event readiness remain separate milestones.

https://kitoem.com/resources/teamwear-order-timeline-planner/