

KEEP IT ALL TOGETHER...

As your Event Arrives

Getting the Details Done - The last stage of event planning

- **Think through the event step-by-step**
 - Mentally walk through the event, from one hour before to one hour after. Detail all of the little things that will happen and be sure to plan for them. Know who is setting up and cleaning up and communicate what time each person should arrive
- **Overestimate your food count**
 - People will eat and drink if it's free. Spread the food throughout the location; it will allow more people to access the food and people will take time getting to each station.
- **Technology Check**
 - Get to the location early and test all technology to be sure it works. Have a contingency plan in place, in case technology fails.
 - If you have a speaker, ensure you know what their specific AV needs are and that the facility can meet them. Make sure your speaker has water for the presentation.

Pulling Things Together - It's 48 hours before your event, what do you need to do?

- **Confirm! Confirm! Confirm!**
 - Review your lists and confirm that you have completed everything you set out to do
 - Touch base with everyone in your group responsible for the event and confirm that everything has been done and ready to go. If there are problems, ask if they have a plan to solve or need help.
 - Contact the facility and confirm that they have all necessary equipment for the event. Notify them of last minute changes.
 - Contact speakers/presenters to make sure they know time, location, and access. Confirm materials/technology that they will need.
 - Gather supplies (tape, scissors, markers, paper, stapler, nametags, etc.) that you'll need.

During the event...

- **Arrive early. Be prepared. Be in a good mood.**
- **Introduce yourself to your speaker/presenter early. Establish good rapport.**
- **Have fun!!!**
 - You spent a lot of time planning this event... remember to enjoy it!
- **Mingle**
 - Walk around and talk to people. Introduce yourself. Make sure people know what they are doing and they are getting involved in the activities. Thank them for coming.
- **Be flexible**
 - If a problem comes up during your event, just roll with the punches and maintain.
- **Show appreciation**
 - Be sure to thank speakers/presenters, guests, volunteers and others. Keep your team members and guests motivated with high energy and enthusiasm.

Following up

- **Evaluate the event!**
 - Take time to talk about the event and reflect. What went well? What would you do differently? What obstacles did you encounter? How did the group work as a whole?
- **Thank volunteers and group members**
 - Send thank-you cards to speakers/presenters and outside organizations/departments that assisted.
- **Clean up the room thoroughly before leaving the event**
- **Return borrowed equipment**
- **Remove publicity**
- **Send pictures to appropriate people**
- **Hold group members accountable if they failed to show or complete their assigned tasks**

Avoiding Burnout... Don't let burnout get you down

- **Signs of burnout**
 - Fatigue
 - Headaches
 - Insomnia
 - Anxiety
 - Muscle tension
 - Lack of effectiveness
 - Sense of emptiness
 - Lack of joy
 - Irritability
- **Strategies to avoid burnout**
 - Eat well and exercise. Take vitamins and drink plenty of water to avoid dehydration
 - Get plenty of rest and slow down. Don't feel like you need to be in the express lane all the time.
 - Ask for help. Some of us are so self-reliant that we won't ask for help from friends, family and others. You can't do it all, all the time, by yourself.
 - Tension, stress, worry or anxiety do not allow your body to relax. Try exercising, listening to music, going for a walk/job or taking a soothing shower/bath.
 - Take care of yourself first, before you commit to others.
 - If you enjoy reading, do it! Find a quiet, comfortable location free of distractions and explore a new book.
 - Look out for patters that trigger your impatience and avoid those as much as possible when you feel them beginning to develop.
 - Take a nap. Go to all meals and afford yourself enough travel time between destinations so you aren't rushing.
 - Turn your cell phone off and step away from the computer. Your email messages will be there when you are ready to view them.

***“Even if you're on the right track,
you'll get run over if you just sit there.”***

-Will Rogers-

***“Hard work spotlights the character of people:
some turn up their sleeves, some turn up their noses, and some don't turn up at all.”***

-Sam Ewig-