

# 6 Tips to Excel Your Next Event

Planning an event can be a huge boost for community involvement. How fun is it to be able to help people all while having a great party? Are you reaching the full potential of your expectations for the event? Here are six tips to set your next event up for success!



**TAKE AWAY:** Events are like a serious relationship, it takes a lot of time, effort and energy to make them successful. Majority of the details of event planning take longer than you think. To save yourself from anxiety and stress, start planning as far in advance as possible.

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# 1.

## CREATE YOUR DREAM TEAM

Having a team who is as passionate about your event as you are is a must. Whether it's made up of volunteers, friends or family members, you have to create a team that believes in what you are trying to accomplish. Keeping constant motivation can be extremely powerful, don't underestimate it.

# 2.

## REACH OUT TO YOUR NETWORK EARLY

Most likely the people that you know, and the people your team knows want to help you. It is crucial that you reach out to them as soon as possible, as it may take a few attempts to catch them at the right time. You never know who may be wanting to give back, or someone who would love to attend.

# 3.

## PROMOTE WHAT YOU'RE PROUD OF

You could be putting on the most amazing event, and it wouldn't matter if no one knew about it. We live in an age where social media makes it so simple to spread the word and promote your event. Promote everywhere, talk about your event, share your event.

# 4.

## PRINT MATERIALS

It is always good to have print material that your audience can see to give them more information about your event. The more information given to them, the better. Print it out, take the time to create and print materials. Packets, Informatives, and Promo material, etc.

# 5.

## DETAILS! DETAILS! DETAILS!

Create a checklist of all the fine details, technology, tickets, venues, parking, etc. You can never be too prepared with details. Double, and triple check that the technology is working at the venue and that it is compatible with your equipment.

# 6.

## PRAISE YOURSELF!

Don't forget to pat yourself on the back. Your hard work has or will pay off. Issues will arise, and handle them as smoothly as you can. You've worked hard for this, that is something to celebrate. Keep calm and celebrate!



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