

NINE TO-DO'S PLANNERS OFTEN FORGET

Everyone's familiar with that sense of dread, as though you've forgotten something important and just can't work out what it is. When your event is just days away or it's event day that feeling is the absolute worst.

It doesn't matter how much experience you have as an event organiser, even industry veterans miss a detail or two.

Business Events Yarra Ranges offers a variety of services to help you find the best venues and suppliers, organise site visits and offer advice on holding your next business event in our region. After working with hundreds of event organisers putting together all types of events, we've curated a list of crucial items easily forgotten, so come event day, you'll be confident you've got it all sorted.

1. Send a speaker reminder. A few days out from your event, get in touch with your keynote presenters, hosts or entertainers and remind them of arrival times, parking information, any little bit of info that might be helpful so you aren't messaging back and forth the morning of your event giving them parking directions.

2. Have a consistently updated website. Especially in the days leading up to your event, make sure everything is updated and correct to avoid confusion and complaints from attendees. Small details change last minute all the time, make sure your site is always up to date with the most relevant info.

3. Have a master sheet. Have one document (or a small binder of documents/ Google Document, etc with everything from your run sheet to WiFi passwords, speaker and vendor contact details, anything you can think of and keep it in one safe place. Not with someone who might be carrying it around when it's needed.

4. Organise a lost and found. Attendees lose things all the time, From phone chargers to jackets, have a dedicated spot where things can be returned and one person responsible for it. Letting attendees know about it at the beginning of the session can be a lifesaver at the event.

5. Having phone charging facilities. Attendees go through battery juice quickly at conferences and events. From checking emails to posting on socials, looking at websites and networking. Having available chargers or a station to charge a dead battery is always appreciated.

6. Have a 'stuff' box. Grab a shoebox and include items like scissors, Blu Tack, pens, Band-Aids, hair ties, etc. More times than not this box will be a blessing.

7. Quick name badge creation. Inevitably, someone's name will be misspelled or you'll get a last-minute registration. Have blank badges or a way to print fresh ones.

8. Get enough photos. Have a photographer on-site or someone who can take useable images. Sometimes it's easy to get caught up in the event you forget to get great snaps for socials and promoting the vent next time.

9. Say thank you. Post-event, send a special thanks to sponsors, attendees, speakers and volunteers alike. It really is important.