

The “Make Me Look Like an Expert” Checklist!

by Russ Clarke

This title is a little misleading. You see, this checklist is designed to not only make you look like an expert, but act like an expert. By following this simple checklist you will be on your way to creating a successful event for you school!

Review this before your event, and then take it with you to your event:

- _____ Overstaff your event so there are enough chaperones and security
- _____ Get plenty of sleep prior to your big event
- _____ Wear comfortable clothes, especially shoes
- _____ Don't try to do everything yourself
- _____ Allow plenty of time for travel if you are going from one venue to another
- _____ Remember to be flexible
- _____ When caught in a difficult situation don't make a quick decision. Tell them you will get back to them and retire to an area where you can weigh all your options
- _____ Expect issues to arise and know you will find solutions that will satisfy
- _____ As the event progresses, reflect on how much this event will mean to the kids that will remember it for years to come
- _____ Make sure someone is taking plenty of photos
- _____ Charge your cell phone fully before the night starts and bring a charger if possible
- _____ Relax and have some fun!!

Have a great event and remember to add this checklist to the file to pass onto next year's committee.

Have a great event,

Russ Clarke
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