

The “Make Me Look Like an UPWARD Expert” Checklist!

by Aaron Gillam

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 upward event!

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

- _____ Overstaff your event so there are plenty of set up help and card collectors
- _____ Get someone to take plenty of pictures at the event or even video the ceremony
- _____ Make sure that you have pencils or pens for the people to fill out the response cards
- _____ Don't try to do everything yourself!
- _____ Have an order of events given to each speaker so that things will keep moving
- _____ Have all the speakers sitting the front so that things will keep moving
- _____ Remember to make a good plan for the event but 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
- _____ Charge your cell phone fully before the night starts and bring a charger if possible
- _____ Be sure to thank your volunteers, churches, referees, and coaches
- _____ After the event is over, send a thank you card to your volunteers. It will mean a lot!
- _____ 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,

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