

# 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,

Aaron Gillam  
Illusionist