Staffing and briefings

07 · Logistics & Operations · about 10 minutes

How many staff per guest, roles, the 30-minute pre-event briefing, and radios.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Staff an event by ratio

2. Run a pre-event briefing

3. Use radios and escalation

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

A pre-event staff briefing should cover

For a 200-guest reception plan roughly

Answers are on the lesson page after you take the quiz.

One line to remember