The day-of kit and the first hour

10 · Event Day · about 10 minutes

What is in the bag, when to arrive, who to meet, and the walk-through that catches 80% of problems.

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. Pack the kit

2. Run the arrival walk-through

3. Meet venue and vendor leads

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

The planner should arrive

The walk-through checks

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

One line to remember