



**LEADERSHIP
NETWORK**

31 Top Tips for Event Coordinators

These 31 Top Tips for Event Coordinators are a snapshot from our full resource '*101 Top Tips for Event Coordinators*'.

GENERAL / PRE-EVENT:

1. PRAY
2. Know why you are doing this particular event (Mandate, Mission, Goal)
3. Three key components of every event: the program (what you offer), the attendees and the volunteers
4. Pick the right venue, date and time (consider season, school holidays, transport etc.)
5. Budget for EVERYTHING, including the unexpected
6. Keep detailed records of your expenses as you go. It's always your responsibility to know where your budget is sitting at any given point in time
7. Prepare and put in place a clear marketing strategy and keep coming back to this to ensure it is generating the desired results
8. Release your leadership. Have your YES list. If my boss asks me to do something today, this always becomes a priority
9. Kill the panic - flight attendant smiles in the midst of turbulence
10. Underpromise and overdeliver
11. The event and the experience commences when the first person arrives (not a set time)
12. Know your event back to front - this empowers you to be flexible and adapt on the day of the event when anything unexpected occurs
13. No middle aisles - looking out from the platform at packed rows of seats is so much more encouraging than an empty aisle!
14. A packed small venue is always better than a half empty large venue
15. If you want families, make sure that all children are well looked after

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16. You don't need to have the answer to everything, but you need to know who does and how to find it
17. Have a volunteer cheat sheet with all basic info (empower your volunteers!)
18. Delegate well in advance, so you have capacity for last minute things
19. Ensure the NEXT event is locked in, so that you can promote it at THIS event

DURING THE EVENT:

20. Bump In is your opportunity to get to know your venue
21. Put special effort into the relationship with your venue contact
22. Come prepared (Events Team Tool Box: stationery, gaff tape, black tablecloths, whiteboard markers, cellophane, personal hygiene stuff - you are the go-to team!)
23. Don't let your plans overrule the natural progression of an event
24. When something goes wrong, don't be afraid to ask 'who'/'why'. Not for the purpose of blame, but for the purpose of identifying what needs development
25. Be aware of the emotional highs and lows of doing an event
26. Take debrief notes as you go. You'll never remember them afterwards
27. The way you leave a venue leaves a lasting impression. How do you want to be remembered?

POST-EVENT:

28. Don't go MIA the day after the event. Bump Out might still be happening, venues, and suppliers are still operating
29. Plan ahead. Now is the time to communicate intentions with your suppliers
30. Say thank you to suppliers, venues, and your team. Cultivate these relationships (a thank you card and a small gift goes a long way)
31. Praise your team for their hard work and celebrate together

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Our full '*101 Top Tips for Event Coordinators*' resource and much more content is available today on the Hillsong Leadership Network Online Portal.

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- Communion Service Manual - manual to run a communion service
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