



101 Top Tips for an Event Coordinator

Over the years of organising church events, we have picked up many helpful and useful tools to running a successful event. Here you will find a compiled list of tips and tricks to help any event coordinator organise an outstanding event.

101 Top Tips for an Event Coordinator



GENERAL / PRE-EVENT

1. PRAY
2. Know why you are doing this particular event. (*Mandate, Mission, Goal*)
3. Know the heart of your leader
4. Three Key components of every event: The Program (what you offer), The Delegates, and The Volunteers.
5. Pick the right Venue, Date & Time (*consider season, school holidays, transport etc*)
6. Make sure there are sufficient transport facilities for the venue you choose and for the day and time of your event (*including car parking*).
7. Know your Budget
8. Budget for EVERYTHING, including the unexpected
9. 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.
10. Prepare and put in place a clear marketing strategy and keep coming back to this to ensure it is generating the desired results.
11. Set a clear time line
12. Communicate clearly. Don't let there be grey areas. If it's not clear in your head, it's not clear in anyone's head.
13. Figure out what is important and communicate that – don't try to communicate everything
14. There are always ten ways to ask for something. A smile and friendly chat always works better than a short & blunt email.
15. Release your leadership. Have your YES list. If my boss asks me to do something today, this always becomes priority.
16. Allow time to be creative
17. Walk and glide (*don't run*)
18. Stay calm (*don't make a rush decision without consulting your oversight*)
19. Kill the panic – flight attendant she smiles in midst of turbulence
20. Cultivate great working relationships. With your team as well as suppliers.
21. Don't do everything yourself. Gather a team.
22. Know your team, their strength and what they find challenging.
23. Details matter
24. Things don't always have to be expensive - get creative!
25. Underpromise & Overdeliver
26. Always be one step ahead
27. The event and the experience commences when the first person arrives (*not at a set time*)
28. Have clear signage
29. Know your event back to front
30. No middle aisles
31. A packed small venue is always better than a half empty large venue
32. Set for minimum but ready for maximum
33. Loud is fun, but not too loud
34. If you want families, make sure kids are well looked after
35. Make sure there are sufficient toilet facilities

36. Sufficient waste storage
37. Record stats for future use including registrations & actual head count
38. Record weather and other relevant details. Document everything.
39. Have a good email filing system. NEVER delete your sent items.
40. Always save changes to a document as a new version, don't save over it. You never know when you need the old version
41. Make sure you know the bigger picture: What other events are you competing against? What's showing on TV? Major sporting events?
42. Don't expect others to do what you wouldn't be prepared to do yourself
43. Excellence in all things big & small. (*picking up rubbish*)
44. Great follow-through
45. Have a volunteer cheat sheet with all basic info (*empower your volunteers*)
46. Be contactable and connected (*phone, email, radio*)
47. As needed increase your phone cap prior to an event.
48. Have clear lines of communication and know who makes the call on what
49. Have phone numbers and contact details of all team members, suppliers etc. on hand
50. Make sure the right people are in the loop. Sometimes our job is to be the messenger.
51. You don't need to have the answer to everything, but you need to know who does and how to find it
52. Create checklists for everything – avoid having to re-create the wheel
53. Always aim to say YES first, before the automatic NO
54. Underpromise & Overdeliver (*Note tension here with above point!*)
55. There is always a solution – find it!
56. If it can be done now, do it now – there will always be more to do later
57. Take the big tasks and break it down into little pieces to make it more achievable
58. Have a to-do list! Highlight priorities / urgent tasks and make sure you do them first
59. Take time to breathe and clear your head. A 10min walk can help.
60. From the outset, make sure your team knows who is responsible for what.
61. Delegate tasks and responsibilities well in advance, so when last minute things come up, you have capacity for it.
62. While you may be planning the event all year round, some people might jump on board 2 weeks before. Make sure you have a good handover so they can help you carry the load.
63. Sometimes the 'cheapest' isn't the best – Price & Quality needs to be considered together
64. Manage the Risks that could affect your event
65. If weather is a factor make sure you have a plan (*Tents, Ponchos, Umbrellas, Sunscreen etc*)
66. Have a plan for security, crowd management and evacuation procedures.
67. Always add wow factors to your event! Unexpected & Memorable.
68. Be sure to have NEXT YEAR'S event confirmed and locked in so you can promote it at THIS YEAR'S event.

DURING THE EVENT

69. Drink lots of water
70. Always smile & laugh a lot
71. Arrive early and make sure your volunteers and teams arrive early also. Don't let 5min extra sleep put you on the back foot for the rest of the day

72. Bump in is your opportunity to get to know your venue. Walk around, note key locations, and quick ways to get there
73. Put special effort into the relationship with your venue contact. Helps if they like you.
74. Always bring your phone charger to an event.
75. Come prepared (Events Team Tool Box). Stationery, gaff tape, black tablecloths, whiteboard markers, cellophane, personal hygiene stuff, you are the go-to team.
76. Don't get overwhelmed. When everyone is clamouring for your attention, prioritise and work through them one at a time.
77. Some problems sort themselves out. Step back and let your key team do their jobs.
78. Don't let your plans overrule the natural progression of an event.
79. Be flexible. Plan everything but be ready to throw the plans out the window on the day.
80. Know the first aid procedure.
81. When you've stuffed up. Admit it, apologise and move on.
82. When something goes wrong don't be afraid to ask 'who' and 'why'. Not for the purpose of blame but for the purpose of identifying what needs development.
83. Celebrate the wins, no matter how small they seem to others.
84. Wear comfortable shoes.
85. Bring deodorant, change of clothes, toothbrush.
86. Eat wisely. It's a marathon not a sprint.
87. Remember to STOP and appreciate what you're a part of. Take 5 to worship and soak in God's presence. Sit inside for 5 minutes. Keeps it all in perspective.
88. Don't be afraid to ask for help. A second opinion gives a fresh outlook on a situation.
89. When it's time for sleep, sleep. Purpose in your heart to rest properly.
90. Take debrief notes as you go. You'll never remember them all afterwards
91. Look after your volunteers. You need them. You can't do it on your own. Make sure they get water, food and a break.
92. The way you leave a venue leaves a lasting impression. How do you want to be remembered?

POST-EVENT

93. Don't go MIA the day after the event. Bump out might still be happening, venues and suppliers are still operating.
94. Don't forget to say thank you to suppliers, venues and your team. Cultivate these relationships (*a thank you card and a small gift goes a long way*)
95. Go through all your emails from the event and add things to the checklist for future events
96. Finish an event well. The event doesn't end when everyone goes home. It ends when the last bill is paid, the last debrief note is recorded, and any follow up issues are attended to
97. Consider next year's event. Now is the time to communicate intentions with your suppliers
98. Be aware of the emotional highs and lows of doing an event.
99. Take time to reward yourself for all your hard work
100. Don't be so quick to move on that you don't appreciate what you've been a part of and what you've achieved.
101. Praise your team for their hard work and celebrate together.