

SMOOTH SAILING ON THE DAY

After you've spent weeks or months planning every detail of your event, the big day finally arrives. You want to perform at your best and make sure that nothing goes astray.

Here are some tips to ensure that your event execution is flawless and that you remain mentally and physically strong throughout the day:

1. Create and distribute checklists. In the days leading up to the event, create a checklist of responsibilities for each person who will play a key role during the event.

One person might be responsible for making sure the room has the correct number of tables and that the microphone is working properly. Another might be responsible for placing a party favour at each place setting.

Whatever the tasks are, make sure you note them on each person's checklist.

A day or two before the event, distribute the lists to the key people and spend a few moments reviewing each item with them in order to prevent any misunderstandings.

Bring a complete set of checklists with you on the day of the event, just in case anyone forgets theirs.

2. Start out your own day with some peace and quiet. Your mind might be racing a mile a minute, but force yourself to calm down and spend at least half an hour relaxing and becoming centred.

This might mean reading the morning paper and drinking a cup of coffee, soaking in a warm bath, or taking your dog for a walk. The 30 minutes you give yourself in the morning will help you keep your wits in what is sure to be a stressful day.

3. When possible, conserve your energy. You'll be running around all day long, so do what you can to make it easier. Wear the most comfortable shoes you own that are appropriate to the function. Use walkie-talkies or your mobile phone (set to vibrate, not ring) on site to communicate with your staff and suppliers.

4. Nourish yourself and your staff. No one can give a command performance when they're hungry and thirsty. Make sure there are energy-boosting snacks available, as well as an ample supply of water.

Remember that success depends upon you being at your best, and that an event excels when the details are attended to. Cover both of those bases, and you can be sure that your function will go off without a hitch.