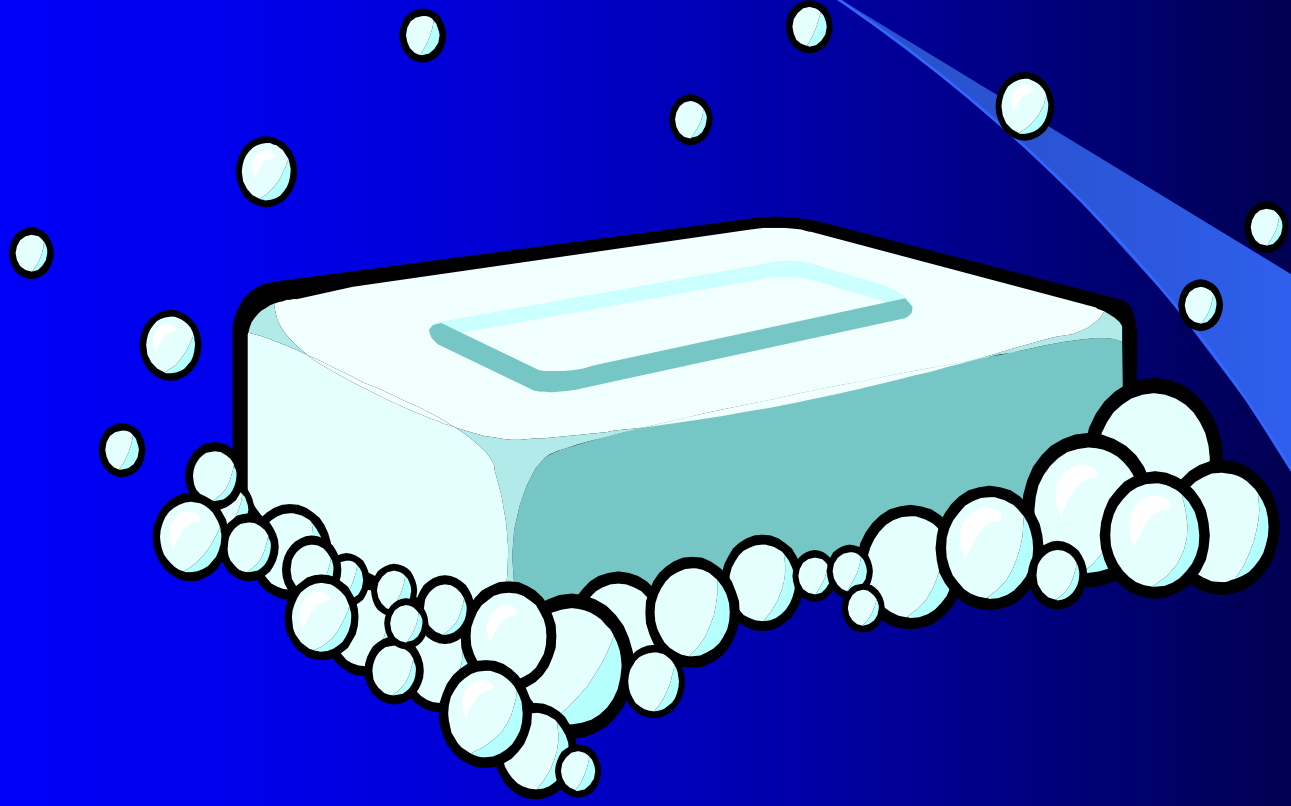
Special Events

They Are Special Aren’t They!

S.O.A.P.



Success / **O**rganization / **A**ttitude / **P**eople

ORGANIZATION

Top 11 Organization Tips

1. Develop a system of organizing your event plans and records.
2. If it's important, put it in writing…then distribute it to everyone who will touch your event.
3. Resources…know your industry…know where to find it.
4. Play out the entire event in your head.
5. Use time as your ally and not your enemy.
6. Communicate well & follow up often. Check and Double Check
7. Ask lots of questions. Get as much information up front.

The Four Must Have Tools

1. Take Off Sheet
2. Budget
3. Event Production Schedule
4. CAD Drawings, Plan Views, 3D Views – Vivien

ATTITUDE

Your Attitude is Everything

1. Your event will not be perfect or go as planned…THAT'S OK
2. For every action, there is an equal and opposite action.
3. Instill pride of ownership in others.
4. Be appreciative, respectful, considerate, encouraging.
5. It's not about YOU. It's about the event.
6. Be Flexible.
7. Constructive criticisms must be balanced with compliments.
8. Be a "Can Do" person. Find solutions. Make things happen.
9. It is much more fun being around "Happy / Positive" people.
10. Show passion in everything you do.

TWO THINGS THAT I LIVE BY…

1. "I can do all things though Christ who gives me the strength I need." *Philippians 4:13*
2. "When you do things, do not let selfishness or pride be your guide. Instead, be humble and give honor to others than to yourselves." *Philippians 2:3*

PEOPLE

You Can't Do It Yourself

1. People are your number 1 resource.
2. "The Chain Organization Chart".
3. Develop authentic relationships.
4. A good team is invaluable.
5. Lead, Educate, Delegate, and Let Go.
6. Value trusted, responsible, and reliable suppliers, colleagues, volunteers , staff, students, and administration.

S O A P

S SUCCESS

O ORGANIZATION

A ATTITUDE

P PEOPLE