

# PLANNING A

# SUCCESSFUL LIVE EVENT



## BEFORE THE EVENT

- Define goals
- Choose location with ideal room layout
- Create agenda and break schedule
- Notify participants
- Phone interview with speaker to confirm logistics
- Make copies of handouts
- Plan for food/beverage needs



## DURING THE EVENT

- Provide participant name tags/tents
- Set up food/beverage stations
- Confirm AV is up and ready
- Ensure participants have paper and pen
- Minimize distractions from phones, interruptions, etc.
- Keep room temperature comfortable
- Get involved-the speed of the leader determines the rate of the pack!



## AFTER THE EVENT

- Address any outstanding questions
- Create plan to implement new skills and strategies
- Discuss next steps in regard to future events

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