

Communication Tips for Planning Events

Every time you plan a meeting, you have a ton of people to include in your communication - sometimes more than one person at the facility, anyone providing services, the attendees, the client and your fellow committee members.

Setting up a "Group" that includes all individuals can be helpful so that every communication, whether by email, text, etc. will reach (& hopefully be read) by all involved. If possible, print out and keep copies of all communications.

Schedule – Include beginning and ending times for all meals, breakout sessions, breaks.

Coordinator and contact info – Who will be in charge of your event? Who do you speak to if the contact person is not available? What is that person's preferred method of communication? Do you have ALL contact info for each person?

Special needs - does an attendee, speaker, caterer, or decorator need anything special or odd or hard to obtain? When do they need it? Prior to the day of the event? Who is in charge of obtaining it, delivering it? Will someone (who?) hand it personally to the person needing it? If not, where will that person find what they are looking for?

Follow up - once you request something, who will follow up to make sure it is taken care of? How will they follow up? When?

Arrival time for all involved – When will staff, speakers and contact person arrive at the site to coordinate setup and details?

Attendance – How many people are expected for your event? Is the number different from how many will need overnight accommodations?

Shipping/receiving – What materials or equipment do you need for the event? Computers? A/V equipment? Handouts? Decorations? Are they delivered to the facility or are you bringing them?

Meals – Will meals be served in the facility or will attendees be directed to area restaurants? If on-site, will the facility provide meals or are you making other arrangements?

Room set-up – Do you need registration and/or display table(s)? How do you want the space arranged – classroom, theatre-style. U-shaped, round tables, conference tables? Does the speaker need a lectern (podium), risers, extra table, pitcher of water, flip chart, white board?

A/V and other equipment – Will you need overhead or slide projectors, VCR/TV, microphone(s), whiteboard, extra display tables?