It’s the little things that make or break an event.

<table>
<thead>
<tr>
<th>MAKERS</th>
<th>BREAKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prior to event</strong></td>
<td><strong>Planning timeline too short and not known by all involved</strong></td>
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<tr>
<td>Event timeline is realistic and known to all</td>
<td>Scheduling conflicts with other events or bad timing for your group</td>
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<tr>
<td>Event time is convenient to planners and participants</td>
<td>Last minute publicity is confusing</td>
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<tr>
<td>Publicity is timely, understood and targeted</td>
<td>Energy given to wrong areas (T-shirts for example)</td>
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<tr>
<td>All decisions/actions contribute to the goal</td>
<td>Hope it doesn’t rain etc</td>
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<tr>
<td>Rain site/date established</td>
<td>No thought given to who does-what, people scramble</td>
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<tr>
<td>Delegated tasks match skills and interests of workers</td>
<td>Wrong person makes decisions for the events</td>
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<tr>
<td>Decisions made by appropriate individuals</td>
<td>No plan made for advance set up for equipment, decorations etc</td>
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<tr>
<td>Advance access to facility allows time for setup</td>
<td>Contest rules are confusing and not clear</td>
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<tr>
<td>Contest rules are clear and easily understood</td>
<td>Publicity pieces sit in office or members cars</td>
</tr>
<tr>
<td>Publicity is out in plenty of time for attendees</td>
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</tbody>
</table>

**At event**

- Facility size, lighting, # of chairs/tables, décor, access etc is appropriate
- Event workers arrive on time and have established duties
- Workers are prepared for emergencies
- Events I introduced by members and guests are welcomed
- Future events sponsored by group are announced
- Competition rules are understood by participants and judges
- Equipment is ready and operators are trained
- Event workers are identifiable in the crowd
- Access to event is accessible by wheelchair
- Recognize sponsors and dignitaries at the event
- Printed program is produced for classier events

- Facility is inappropriate for event too big, too small, too loud etc.
- Workers don’t know what to do and “attend” rather than “work” event
- No one knows location of breaker panels, mops, first aid
- Event just starts
- No mention of other upcoming organizations events
- Rules confusing or not understood by necessary participants
- Equipment is not set up or people don’t know how to operate it
- No one knows who is in charge
- Event is inaccessible to wheelchairs
- Forget to give recognition to sponsors or dignitaries at event
- No program or event schedule is produced

**After event**

- Thank people for coming and announce other events
- Event is evaluated and written report is produced
- Bills are paid on time
- Thank you notes are sent to workers, judges, MC’s etc
- Publicity is taken down and event is cleaned up on time

- Event just ends, no one gets back on stage to say goodbye or thanks
- No report for future event planners
- Bills take forever to pay
- No thank you notes or letter are sent
- Publicity is up long after event is over