

Do the First Event

How to Be Un-Successful

- Start Late
- Staff Poorly
- Plan Haphazardly
- Do Everything Yourself

A Better Approach – A Better Result

- Outline a Skeleton Plan
 - Decide on an event (Consistent with your chapter plan)
 - Identify Date, Time, Location (allow plenty of time, 4-6 months)
 - Define What You Need (Personnel and Materials)
 - Add Some Muscle
 - Who will do the work? (Recruit those that get things done)
 - Who will do what? (Define your Task List)
 - When will who do what? (Create a Meeting/Reporting Timeline)
 - Flesh It Out
 - The Accomplishment Cycle (Assign, Return, Report)
 - Build Your Volunteers Confidence
 - Communication (Keep the good news flowing)
 - Publicity (Start early, build to a crescendo, use all your tools)
 - Make adjustments (There's always a pimple or two)
 - Let It Live
 - Leave yourself free to oversee
 - Use your eyes (Have a detailed, critical eye plan)
 - Use your mouth and ears (Have a phone; have the numbers; use them throughout the day)
 - Reminisce
 - You're not ready for the rocker until it's all accounted for, reported, closed and acknowledged