

# how to make sure you have a successful day

The key to success for the day you have planned is preparation:

- Do all your volunteers know where, what and how the day will run?
- Do the people you are running the event for have all the information they need?
- If you are hiring out a venue, have you booked the right day?
- Have contingency plan in case of weather – if you are planning an outdoor event, it wouldn't be a bad idea to have an alternative venue just in case it rains
- If you need any extra help from Sewa have you communicated this?

It is important to create a checklist for your day and make sure that you have covered all aspects of your event. Look at your event from every angle possible – from yourself, your helpers and the audience. This should help you make sure that you have covered all facets of your event to make it a success.

And most importantly, don't forget to **HAVE FUN**. We can all agree that is by far the biggest indicator of how well and successful the day has been.