

# 12 THINGS YOU'VE PROBABLY

*forgotten*

## TO DO:

- Clear signage to washrooms (no one likes wandering around looking for bathrooms!)
- Have a backup MC/speaker in case of illness or emergency
- Have a backup plan for who will do YOUR job in case of illness or emergency
- Know and post the 911 location/address for the venue in a very visible location
- Ensure the seating arrangement is clear for those with visibility concerns
- Know how to run the thermostat at venue (both heat and AC)
- Have a designated set up crew (plan for a few extra people in case of illness/emergencies)
- Have a designated clean up crew (and same rule applies, have a few extra people!)

## DESIGNATE SOMEONE:

- To work as the washroom attendant (replace toilet paper and towels as needed)
- A Emergency Person - knows 911 address, how to use AED and can respond in case of emergency during event
- To have the keys for venue and will open up or lock up as needed
- To manage overserved attendees

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