

☀ 7 Smart Ways to Keep Events Stress-Free (Even When They're Not)

A quick guide for smoothing out the chaos and keeping calm under pressure.

1. Plan for Plan B



- **Action:** Assume at least one thing won't go to plan
- **Example:** A delayed delivery, change in weather or missing microphone.
- **To Do:**
 - ☐ Write down your top three 'What if's' and have a back up for each.
 - ☐ Share Plan B with your team before the event.

2. Keep Communication Simple



- **Action:** Stress grows when messages get lost or confused
- **Example:** A WhatsApp group for updates could cut through the noise
- **To Do:**
 - ☐ Choose one main channel for team comms.
 - ☐ Agree on who sends update so nothing is missed.

3. Use Clear Maps & Meeting Points

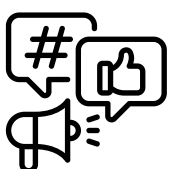


- **Action:** Big Venues, outdoor sites can disorient staff and guests
- **Example:** What3Words or marked meeting points save time and panic
- **To Do:**
 - ☐ Share map points with access and rendezvous points
 - ☐ Use visuals, photos, icons instead of long directions.

4. Manage Energy, Not Just Time



- **Action:** Long hours drain teams faster than problems themselves
- **Example:** Staff running on empty can't solve problems calmly
- **To Do:**
 - ☐ Build in breaks for staff (even short ones)
 - ☐ Keep water and snacks nearby



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5. Expect Last- Minute Curveballs



- **Action:** Stress comes from surprise and not the issue itself.
- **Example:** Things happen. Guest list changes, technical issues or running late
- **To Do:**
 - ☐ Brief your team that changes will happen
 - ☐ Focus on quick fixes, not perfection in the moment

6. Create a Calm Corner



- **Action:** A quiet base is vital for regrouping under pressure
- **Example:** Somewhere staff can step aside to make calls or reset
- **To Do:**
 - ☐ Set up a small, quiet area behind the scenes
 - ☐ Keep essentials there like charges, stationary, spare kit

7. End with a Quick Debrief



- **Action:** A five minute team check out can help stress drop faster
- **Example:** Share a Win and a Lesson from the day before everyone leaves.
- **To Do:**
 - ☐ Gather the team at the end of the day
 - ☐ Capture notes from the day for improvements next time

☀ Keep this checklist handy.

Because a little structure goes a long way to keeping events calm, even when the unexpected happens.

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