

TOOLKIT 1 - Have You Missed Anything?

Use this 10-minute check before anything starts.

It catches the small things that cause big headaches later..... Ask yourself?

1. What does a “good day” look like?

- What are we actually trying to achieve?
- What would make you say “that went well”?

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2. Who is doing what?

- Is every key task clearly owned by someone?
- Is anything assumed but not assigned?
- Who is the go-to person if something changes?

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3. Are timings realistic?

- Are arrival and setup times clear?
- Is there enough buffer built in?
- What’s time-critical?

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4. Do people know what they’re doing?

- Does everyone understand their role?
- Do they know what matters most?
- Do they know what to do if unsure?

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5. Where could things slip?

- What might not go to plan?
- What’s the most likely “small issue”?
- What’s the quick fix if it happens?

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Final sense check

- What are we assuming will “just be fine”?
- If something goes wrong, where will it happen first?

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Contact us: hello@envisagepromotions.co.uk

Tel: 0844 800 0071 (Mon to Fri) Out of office hours contact : 07810 550 202

