

TOOLKIT 2 - What Could Go Wrong?

A quick way to stay one step ahead (without overthinking it).

1. People

- Is anyone covering too much?
- What happens if someone is late or unavailable?
- Is there a clear backup?

Notes:

2. Timing

- What's most likely to run late?
- Where could delays have a knock-on effect?

Notes:

3. Communication

- How will updates be shared?
- Who needs to know what — and when?
- What happens if plans change?

Notes:

4. Environment

- Is the location fully understood?
- Any access, space or setup challenges?

Notes:

5. The 'Small Things'

- What could easily be overlooked?
- What's been left vague?

Notes:

Quick Fix Thinking

- For each risk, ask:
- What's the simplest way to handle this if it happens?

Notes:

Tip:

Most problems aren't dramatic — they're just unplanned.

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