

Grand Opening Event

STEP 1: Event Overlook Sheet

WHAT:		
WHEN:		
WHO: Names of those expected to staff this event. On-Site CAPTAIN:	Name	Contact Number

Top 3 Tips for a Great Event

1. **Think ahead. Look the part.** Notify your team early about this event and make sure it is on everyone's calendar. Staff should wear branded pieces or attire that coordinates with the property or event theme.
2. **Tell everyone.** Personally, invite customers, business contacts, and friends to come visit you and your team at the event.
3. **Set a goal.** Talk with the team about the office goal for the day as well as personal goals. You can't hit a goal that you haven't talked about.

EXTRA CREDIT: Take photos of your team and location on the day of the event. Your personality shows through the photos that you take and gives further life to the event branding.