



# Event and Project Management

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# Starting Out



Be nice

It is  
**nice** to be  
**important,**  
but it is more  
**important**  
to be **nice.**

# Be helpful



# Don't go it alone

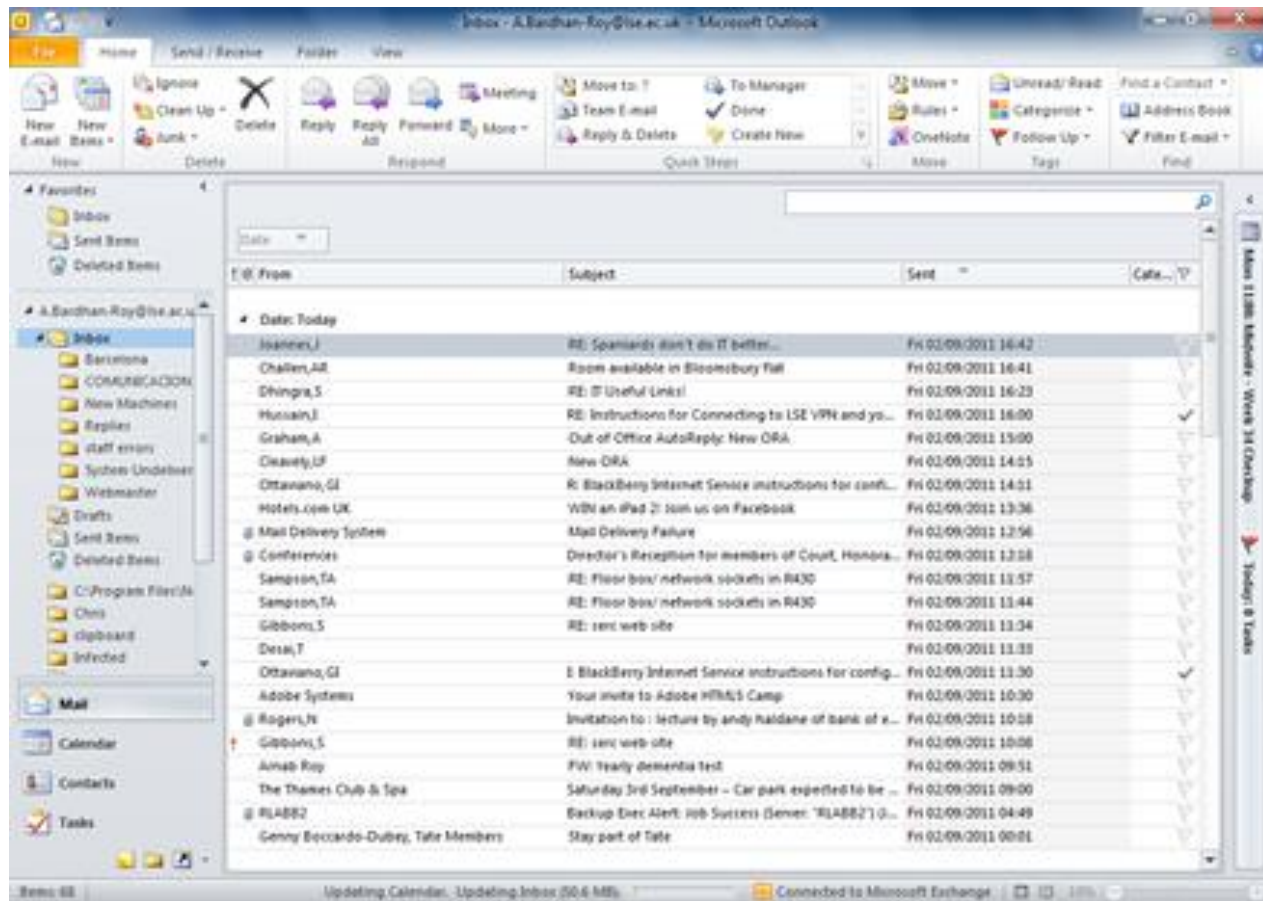


# Ask questions





# Don't use your inbox as a file store



# Lists, lists and more lists





# Rehearse



# Take everyone's number



Under promise, over deliver



# Don't be afraid to say no



# The big day



# Carry a clipboard



# Have tricks up your sleeve



AllPosters



# Avoid awkward silences



# Name badges



Don't underestimate how long teenagers take to walk



# Lunch is key



# EVERYONE enjoys snacks



# Make it fun!





# The morning after





Say thank you,  
even if you don't mean it



Write down what you want to change



Never, ever, ever read your  
evaluations on the day



Thank you for listening.

Any questions?