



A FUTURES BOARD INITIATIVE

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# How to thrive onsite

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Include **everyone** in team briefings.



Hold a contractor meeting to go over the schedule.





Work shifts amongst ops teams-  
**not everyone needs to be  
onsite first thing until close.**



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**Brief photographers with important shots required.**

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**Create a 'photo dump' WhatsApp group** making it easier to find certain images.



**‘Be more swan’** – Plan for the day but if things don’t go to plan, keep calm.



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**Dress comfortably** – remember to break in your shoes before the event.



**Have a team stationery box,**  
including Sellotape, Sharpies,  
etc.



**Look after new team members -**  
give them as much information  
ahead of time as possible so  
they feel included.



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Have a team iPad with **OneDrive** set so **important documents can be viewed offline**, and bring a battery pack to keep devices charged.



**Try and go outside** a couple of times a day for air.





**Be prepared to network, and remember you are representing your company.**

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**Find out where the toilets and exits are in the team briefing,** so you're equipped when people ask you.



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Do a **supermarket shop** to be delivered onsite for the team, **including healthy options.**



**Remember to eat!** Schedule meals into your day and encourage the team to have a substantial breakfast.



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## **Prioritise your wellbeing onsite.**

If you are going to drink alcohol, drink responsibly. Early nights ahead of a busy day help too.



**Push back** on unrealistic timelines.