

DO GOOD

EVENTS

# Goal of The Afternoon

- Leave with a tool to implement
- Share in discussion

# Who is Here?

→ Name

→ Role

→ What you Want to  
Learn Today

# Why Events?

- 1.8 Million Events Each Year
- \$280 Billion in Economic Impact

# STRESS!

## EVENT PLANNER



What my friends think I do.



What my parents think I do.



What society thinks I do.



What I think I do.



What my clients think I do.



What I actually do.

Alleviate stress  
with tools.

# Tools

## Organization

Basecamp  
Asana  
WunderList  
Planning  
Pod

The screenshot displays the Asana web interface. On the left is a dark sidebar with navigation options: My Dashboard, 2015 Conference Plan, Bugs, Editorial Calendar, and a MARKETING section with team avatars. Below that are PROJECTS and a 'Create a project' button. The main workspace shows a project titled 'aldcast' with a task list. A dropdown menu is open over the 'Add Task' button, showing options for Task, Conversation, Project, and Invite. The task list includes items like 'Schedule...', 'Increase web traffic by 10%', and 'Call bowling alley for availability'. On the right, there are widgets for 'To-dos', 'Newsletter updates', 'Ideas to Boost Listenership', and 'Docs & Files'.

## Finding Vendors

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Meet Minneapolis  
CVBs  
MN Meetings &  
Events  
The Knot

### **TASTE DELICACIES FROM AROUND THE WORLD WITHOUT LEAVING MINNESOTA**

Do you wish you had the opportunity to entertain around the world? The international cuisine options in Minnesota are the next best thing. Some are restaurants with event space or private dining, others do catering and even food trucks. Take a tour of world flavor with these local culinary options—no passport required.

**Chino Latino**

**Tags:**



-VENUE REPORT-  
**MEET UP WITH MINNESOTA MEETINGS  
+ EVENTS LIST OF VENUES**



# Tools

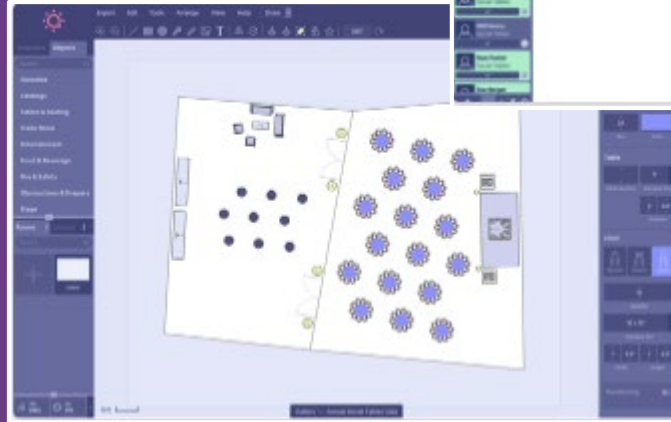
## Seating Charts

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Banquet Pro

SocialTables

All Seated

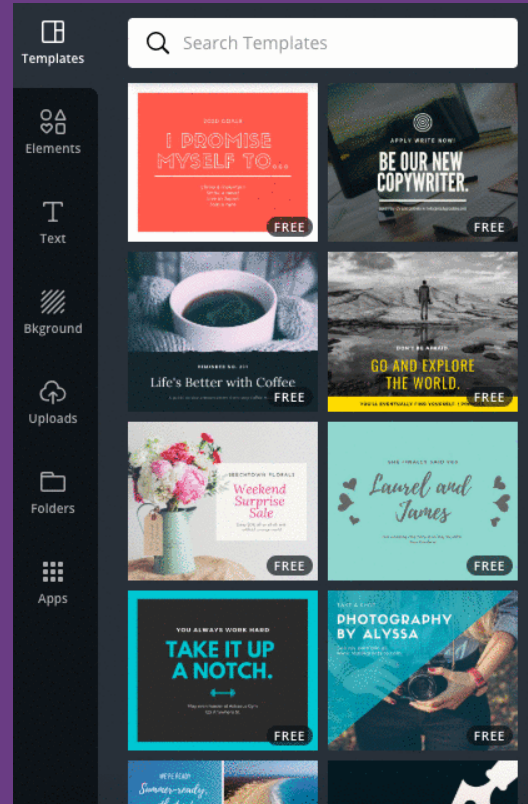


# Tools

# Graphic Design

Canva

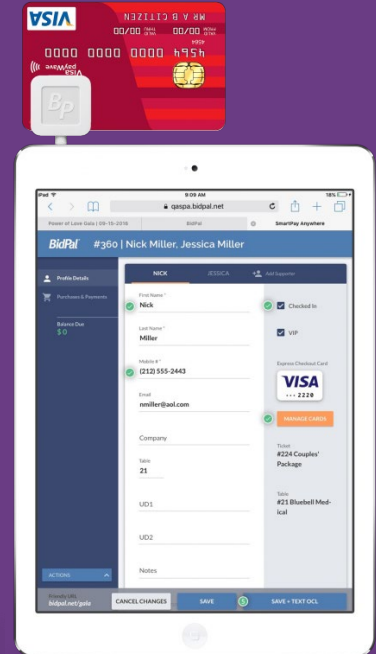
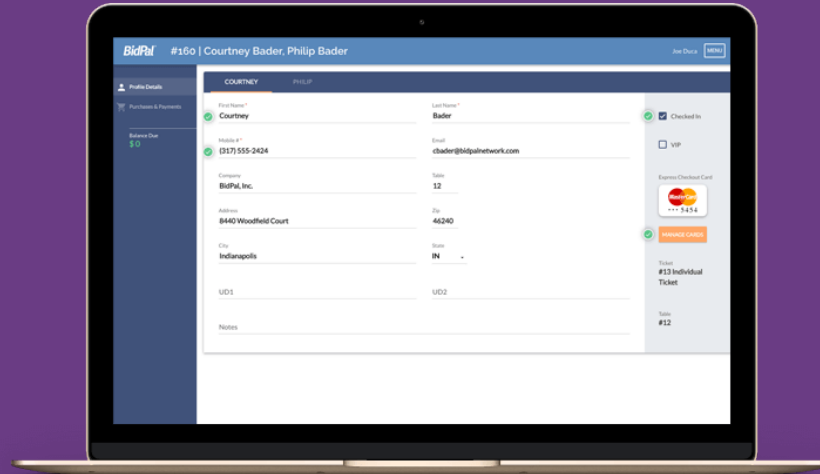
Color Picker



# Tools

## Registration & Invites

Eventbrite  
Custom  
Mobile Bidding  
GreenVelope  
Evite



# Social Engagement

Twitter Wall (Everwall)

QR Codes

Photo - [PicShare Party](#)

Celebrity Influencer



## Surveys

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### Feedback

Google Form

Survey Monkey

### Organizing a group

Doodle Poll

STEP 1 OF 4

***What's the occasion?***

☰ Enter title

📍 Add location OPTIONAL

☰ Add note OPTIONAL

## Volunteers

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HandsOn Twin Cities

Sign Up Genius

Volunteer Match

Corporate Give/Time-off Programs



## On-site Equipment

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What items have saved the day in your event bag?

- - Megaphone
- - Comm Sets
- - Doublesided duct tape
- - A-frames
- - First aid kits with ice packs
- - Zipties

## Need Another Tool?

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Past event details

Ask venue/vendors

Pinterest

Google it!

Ask your industry peers



# Discussion

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