BLOOM CONNECTIONS TAKEAWAY

Day-Of Production Cheat Sheet

From "Mastering Day-Of Event Production" with Ashley Young, Ascension Impact LLC

TRY THIS AT YOUR NEXT EVENT

1. **Start strong**
   Start with the moment doors open and count backwards to set every arrival time.

2. **Add buffers**
   15 minutes for every transition. 30 for every room flip. Ahead of schedule is never a problem.

3. **Assign a lead**
   Pick one point person (not you) and give them the contact sheet at least 48 hours out.

WHEN SOMETHING GOES WRONG: THE CALM PIVOT

Pause	Assess	Decide	Tell
Breathe before you react.	What's actually affected?	Good and fast beats perfect.	One clear direction, only to who needs it.

THE HIDDEN TIMELINE (SAMPLE)

3:30 PM	Rentals delivered, vendors load in
4:30 PM	Sound check, lighting and signage
5:15 PM	Team huddle and final walkthrough
6:00 PM	Doors open, check-in ready
7:30 PM	Program starts, speaker on standby

Guests only see doors and program. Everything above that line is yours. Put a name next to every row, because if nobody owns it, it's not getting done.

YOUR DAY-OF PRODUCTION KIT

- [ ] **Vendor contact sheet**
  Every name, phone number, and arrival time on one page.
- [ ] **One point person**
  Someone who can make decisions on-site who isn't you.
- [ ] **Production timeline**
  Minute by minute, with an owner on every line.
- [ ] **Emergency kit**
  Tape, scissors, safety pins, stain stick, chargers, snacks.
- [ ] **Plan B**
  Weather, tech, and vendor no-shows, decided before the day.
- [ ] **Printed run of show**
  Because your phone will die at the worst possible moment.

WANT IT DONE FOR YOU?

The AI Event Co-Planner

Five copy-and-paste prompts that build your timeline, budget tracker, run of show, vendor emails, and day-of backup plan in one conversation.

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Ashley Young | Ascension Impact LLC
Planning a destination wedding, retreat, or group trip? Let's talk.

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