

### 3 Signs You Need to Leave Your Meeting Planning to a Pro

---

Planning a meeting requires extensive work, attention to detail and a lot of patience. While it seems easier to think about doing it yourself, the professionals know how that ends up and the shenanigans are usually good for a laugh. The following may or may not be based on true stories, see if any of these apply to you:

**1. You've gone to a professionally planned meeting and left thinking you've got planning "in the bag".**

If you've ever attended a meeting and thought it looked like a breeze, the meeting planner did her job right. The team of professionals it takes to make the finished result seem effortless spent months of very long hours constructing a meeting that flowed without a hitch. From the welcome you felt walking through the door, to the angle of the chair you sat down in, each detail of the meeting is a perfect science, a best kept secret known only to the pros.

Tragically, non-professionals have tried to reproduce this effort and can't seem to figure out why they've failed. One woman recently attended a professionally planned meeting and thought she could "copy" the concepts she saw. She ended up cancelling her meeting two days before it was scheduled, citing "unforeseen circumstances" that had arisen. In reality, she was in way over her head, and could have saved a ton of time, money and effort by leaving the plan to the pros.

**2. The attendees at your meeting were so distracted, your speaker could have been singing a show tune and they wouldn't have noticed.**

To assume it is only your speaker's responsibility to keep an audience engaged is to assume incorrectly. If other imperative factors are ignored, you could hire a circus trainer and your audience would yawn. Did you know the very temperature of a room determines your audience's ability to concentrate? Temperature is not the only factor to consider though, as lighting, seat position, space or crowding all need to be tweaked to avoid a recipe for disaster.

Meeting planning professionals have perfected their craft, turning mundane things like font choices and lighting schematics into magnificent works of art.

**3. The last meeting you planned on your own ended up costing your company far more than you expected, and you've been mourning the loss ever since.**

Without a professional to negotiate the costs, your "self-planned" meeting cost way more than it had to. Professional meeting planners are familiar with rate changes for expenses like room rates, vendor fees and caterers. A professional meeting planner is a master of timing, and more often than not has a working relationship with hotels, vendors and caterers. The same company you called and paid too much for would have given the planner a discounted rate and saved you the frustration of spending too much. A professional planner also knows where to cost cut and shave unnecessary expenses successfully.

The potential is there for meetings that motivate. The potential is there for meetings that inspire. The potential is there for meetings to remember and the potential is there for meeting that fail. The ultimate decision is yours. Hire a meeting professional to plan a success, or Do It Yourself and miss out on excellence. You are undoubtedly good at your chosen profession, and you should trust in your ability to succeed in that area. Trust a professional planner at Boss Meetings to handle the science behind a successfully planned meeting today.