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MESA EVENT WELLBEING CHECKLIST

Practical ways for event teams to support their physical, mental and emotional wellbeing before, during and after events.

Sourced from MESA's 4M - August 2026
'Wellbeing That Works: Designing for the Human Experience'
led by Johanna Roodt, Co-Founder of Event Mental Wellbeing

10 Key Principles for Event Wellbeing



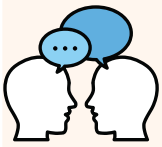
Embed wellbeing into planning
Build wellbeing into event processes, planning and delivery.



Create a supportive team culture
Encourage open conversations about pressures, challenges and workloads.



Check team capacity
Keep reviewing workloads to ensure responsibilities are shared fairly and realistically.



Communicate clearly
Make roles, responsibilities, priorities and deadlines clear to reduce confusion or stress.



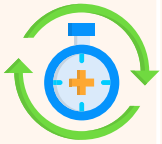
Spot the signs of stress
Look out for changes in behaviour, rushing, irritability or exhaustion.



Set realistic expectations
Be honest about what can be achieved within available time, budgets and resources.



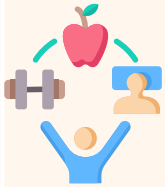
Apply the 4 Cs
Use Clarity, Calm, Choice and Capacity to help teams navigate event pressures and decisions.



Build in recovery time
Schedule breaks, pauses and opportunities to recharge during busy event days.



Design balanced schedules
Avoid back-to-back meetings and activities. Allow time for breaks, transitions, and preparation.



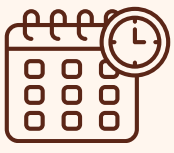
Encourage small wellbeing habits
Take movement breaks, check in with colleagues, celebrate progress and achievements.

A PRACTICAL CHECKLIST — BEFORE | DURING | AFTER

BEFORE THE EVENT	DURING THE EVENT	AFTER THE EVENT
Set clear expectations, timelines and roles.	Encourage regular breaks, movement and hydration.	Allow time to rest and recharge.
Assess potential risk, accessibility needs and support services.	Monitor energy levels and watch for signs of stress.	Debrief and capture what went well (and what to improve).
Plan for reasonable workloads + build in breaks.	Keep communication open and supportive.	Check in on team wellbeing and workload.
Identify quiet spaces and wellbeing resources (e.g. first aid, mental health support).	Ensure safe, accessible and inclusive spaces.	Recognise achievements - big and small.
Communicate the event plan and wellbeing support early and clearly.	Take micro-recoveries (e.g. short walks, breathing space, quiet zones).	Use feedback to make future events healthier and more sustainable.

5 SIMPLE DAILY WELLBEING TIPS

FOR EVENT PROFESSIONALS



DESIGN YOUR DAY

Build in an arrival time, breaks and an ending.



TAKE 60 SECONDS

How are you feeling? Name it, and adjust it.



SPOT STRESS EARLY

Irritability, rushing silence, rushing, 'pushing through'.



REPLACE A HABIT

Add movement, interaction or a pause to your day.



END ON A WIN

Note one thing that worked each day.

A huge thank you to Johanna Roodt, Co-Founder of Event Mental Wellbeing, who led our 4M session in August 2026 and contributed much of this content. We hope you find these tips and principles useful in supporting your own wellbeing and that of your teams.