

Ten Tips for organising an event

1. Have clear objectives. It will be a lot of hard work, so everyone must know why the group is doing it.
2. Make someone responsible for co-ordinating the event and for its overall success.
3. Draw up a budget. Include everything and set aside some money just in case.
4. Keep costs to an absolute minimum. Beg or borrow as much as you can.
5. Allow plenty of time. Plan several months ahead if you can. Set a date and find a suitable venue as soon as possible
6. Have enough helpers to assist you with preparing for the event as well as on the day. Make sure everyone knows what their role is.
7. Have plenty of promotional material that explains your project, including leaflets to give people on the day and posters and banners to display at the venue. Have you alerted your media contacts, including your local BBC station?
8. Be realistic about how many people will attend- then do your best to get even more people to come.
9. Keep a record of those who attended. They may be interested in supporting you in the future.
10. Have a feedback session after the event to learn from the experience so that it will be even better next time...and remember to thank everyone who helped.

