



How to Plan a Community Event



Youth Travel
Ambassadors





How to plan a community event

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As a team
decide on the
following:

Activity 1 – The Basics

- WHO is the event for? Local young people, primary school students, the elderly?
- WHEN will the event be
- WHERE will the event be
- HOW MANY people will you invite?
- HOW MUCH money do you have to spend?
- FIND OUT what people in your area need or would like from your event

Activity 2 - What is the purpose of your event?


- Improve community relations e.g. between different groups or different generations?
- To provide a platform for groups to share something e.g. performances, opinions, food!
- To provide a platform for speeches e.g. from guest speakers such as famous Sportspeople, local police, local government, or even a celebrity!

Now let's work
out the details...



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For the next activities
work in pairs and then
share your ideas
as a team...

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Activity 3 – Activities and entertainment for your event

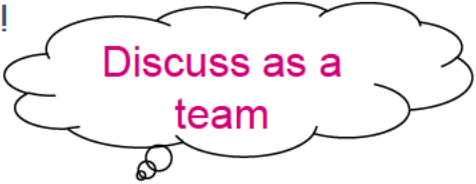
What would help make your event a success? e.g. bringing in traditional foods to share, music or dance performances, speeches, a debate, human bingo, a competition, a talent show, a bring and buy sale...

Activity 3 – Catering

You need to think about what food and drink to have at your event. This will depend largely on your budget and how many people you will invite. To save money you could ask people to bring a different item each. If your event is at your school, your canteen may even be able to help you with something.

Activity 4 – Marketing

- Decide how you will tell other people about your event e.g. social media, posters, local radio, school notice board, form time announcements etc.
- Also how will you send out invites and confirm attendees? You need to make sure that people actually come to your event!



Discuss as a
team

Who could help you deliver your event?

Who do you need to get permission from to hold your event?

Complete the sentences and answer the questions:

We have decided to hold / run... (type of event)

The aim of our event is to...

The activities will include...

The activities at our event will facilitate / enable people to...

How the activities of your event will help you achieve your aims?

How will you make a difference?



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As a team work out WHAT needs to be done and WHEN it needs to be done by. For example:



Now delegate who will take responsibility for each task:

Action	Completion date	YTA team member
Design, print and send out invites	02/02/2015	George

Think about the day of the event and decide who will take on each role:

Role	YTA team member
Presenter(s)	
Photographer	