

Organising an Event

Guidelines



Before the event

You have to identify what actually requires to be done.

Once the event has been identified you need to decide who is going to do what. You should allocate people to arrange equipment, risk assessments (if required) and refreshments.

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You should also consider when to hold the event at a time when most people will be able to attend, i.e. on an evening or a weekend.

During the event

You should identify one person who is going to lead the event on the day. They will co-ordinate the volunteers and will know what the emergency procedures are.

Top Tips

- ❖ Have refreshments for those attending the event. You could ask a local cafe to supply the refreshments.
- ❖ Make sure there is a First-Aider at the event.
- ❖ Make sure there are facilities for volunteers to wash their hands before eating or drinking.
- ❖ At a public event make sure all children are accompanied by a parent or guardian.



A picture can tell a thousand words. Use photographs to record key moments at an event. They can also be useful to promote the activities of the group in the local press.

Finally, remember to keep a record of who took part and ask people to leave their contact details if they want to be contacted again about future events.

Top Tips

- ❖ Don't make your event too long. Arrange an event where volunteers are expected to work for no more than two hours.



After the event

It is good to try and report back to the people who attended the event on the outcomes achieved. You may even want to tell other people such as local councillors, other local groups.

Try to make sure that one person gathers all of the records and keeps them in a safe place, as you will need them in the future.

There are other factsheets on this website that will help you address the issues of health and safety and insurance. Please refer to these when organising your event.