



A HOPE not hate campaign



#MoreInCommon



Organising a Community Fun Day

It's great that you are interested in running a Community Fun Day but you must be wondering how to get this done! Thankfully, it is not very difficult at all, especially if you plan diligently and assemble people who share your passion and vision for your event.

The following is not something you should follow to the letter, but a helpful guide on getting your Community Fun Day happening

MAKE SURE YOUR OBJECTIVES ARE CLEAR

- Who are you trying to attract to the event? What type of activities do you want to have?
- It really helps to write down your aims and objectives and keep in mind when putting your event together



PLAN AND DELEGATE

- Write up a list of all the people you think will want to help with your event (i.e. friends, neighbours, colleagues, family)
- List all the obstacles, equipment, people of influence, and permissions you think you will need.
- A great way to keep people involved is by constantly communicating your plans and delegating the different tasks to them.
- Think of other community groups that may be interested in being part of the planning and delivery of the event.
- Create a timeline that everyone can agree to and be willing to keep to.



DO A QUICK RISK ASSESSMENT FOR YOUR EVENT

- This isn't as scary as it sounds and really is more of a common sense approach to safety at the event.
- Here is a handy method of doing a risk assessment:
 - Think of the potential severity of the activity (e.g. could someone be taken to hospital as a result?) and rank from 1-5.
 - Think of the likelihood of this occurring (e.g. could someone be struck by lightning?) and rank from 1-5.
 - Multiply the two sets of the numbers – severity x likelihood – and if the number is greater than 10, make a different plan! Anything up to 10 should be ok.

CHOOSE A SUITABLE VENUE

- Think about the things you find important when attending a venue.
- Is there parking? Will it be easy to move things in and out? Is there access to toilets and bins? Will there be disability access?
- You may also want to think of an indoor, back-up venue in case of rain.
- These are the practical considerations to make that will help the day run smoothly.



FOR THE BIG DAY, HAVE YOU THOUGHT ABOUT...

- Photos and feedback from people at the event are a great way of keeping people engaged and a positive feeling during the day's activities.
- Permissions, licenses and insurance: check with the person in charge of the location if public liability insurance is part of the venue or if it will need to be purchased.



HAVE FUN!!!