



EAST OF ENGLAND FAITHS COUNCIL

INTER FAITH WEEK PREPARATION DAY, 17 JULY 2012

PUTTING ON AN EVENT: Things to consider

Notes from presentation by Lesley Turney, EEFC

I've tried to note everything useful in organising an event, which you may or may not need. There will always be something you have forgotten or think you could have done better so make lists and lists of lists and on the day itself you will need to be flexible.

Once you have decided to hold an event you need to decide on the date and book a venue. Speakers you may wish to make presentations should always be booked as soon and as early as possible. Diaries fill quickly so the earlier you can do this the better.

Keep track of what needs doing when by creating a to-do list with dates; a very useful reminder of when things need to be finalised.

Agenda and Speakers

The starting point: why are you holding the event, how will it be useful to you and to delegates, what should the content be?

- Book speakers as soon as the date is known. Confirm whether or not they expect payment. Many speakers do not charge for events but they may expect or it may be helpful to offer travelling expenses.
- Are they giving a powerpoint presentation? Do you have access to all necessary IT equipment? Useful to preload this before the event if possible. Ask if the presentation can be made available to delegates afterwards.
- Ask speakers to bring relevant literature to display.
- Speaker information form (**see Appendix A**) – we find this useful to ensure we have the correct contact information for the speaker as well as their correct organisation name. It also confirms with the speaker the event details – date, time, venue, the title of their talk and whether or not they will require IT equipment, and requests a short biography for their introduction to delegates.
- Remember to thank the speakers afterwards by email or letter.

Choosing the date

Give yourself plenty of time to prepare, and to get the date in diaries. The invitation should be sent out about six weeks in advance, perhaps more if you are inviting people who will normally have busy diaries, e.g. local Councillors. Check the date against faith festivals to avoid any clash.

Venue

If the venue isn't free of charge ask if they offer a charitable rate for hiring for which you may qualify.

If you are not familiar with the venue do pay a visit. Seeing the space and equipment available is very useful as well as meeting the person you need to deal with face to face. The accommodation may be different from what you imagined but they may also be able to offer you more than you realised. It may help to draw a sketch as you look round.

Make sure the space available will meet your needs. Perhaps you need extra space for breakout rooms. An extra room may be required for use as a prayer room as this is often requested.

Speakers will often use powerpoint for presentations so make sure the venue can provide a screen, projector and laptop. Microphones are also useful if available. These may or may not be included in the hiring costs.

As well as disabled access ask if they have a hearing loop system available.

Venue check list:

- Book date, confirm hire rate (hourly, half-day or full day)
- Book all rooms required
- Book projector, screen, laptop and microphone if available. These may incur an extra cost.
- Ask about disabled access and if there is a hearing loop system
- Ask about parking availability
- Make a note of the name, telephone number and email of the contact person at venue
- Are tables available for display material?
- Is there a separate booking in/registration area?
- Is there a separate area for refreshments?

Catering

Check with the venue whether or not they have their own catering facilities or can recommend a local caterer. Contact the caterer to decide on your needs and what they can offer. They will probably email sample menus with costs. VAT will need to be added to these costs. Do they expect payment or a deposit before the event or will they invoice afterwards?

We request all vegetarian options to make life easier. A vegetarian lunch with fruit and fruit juice and water is usually sufficient. If meat and /or fish are included they need careful and accurate labelling. Have tea/coffee/water available on arrival and again mid morning if possible. Biscuits are always appreciated, especially if some delegates have had a journey.

When providing your own food make sure you have sufficient paper plates and serviettes to save on washing up. Some venues will let you use their kitchens.

Administration and volunteers

Make sure you will have enough people on the day to help and brief them as to their duties.

As soon as the event details have been settled, start an invitation list, so you know who has or has not been invited. This can then be used to collate responses recording both acceptances and apologies along with correct contact information.

If there has been a low uptake a reminder of the event nearer the time can be very useful.

A week before the event, email all delegates the venue and car parking information with a web link for directions if possible along with any registration information that may be required.

On the day remember to take:

- Tick list for booking in/registering delegates. Two copies mean two people can book people in
- Delegate badges if you are using them
- Agenda if not already distributed. Delegates may arrive without one, so always take spares
- Attendance list for all and apologies list for information only
- Phone numbers for speakers and other people you may need to contact
- Your own literature, and any banners etc. you may have
- Spare press releases if you have invited media
- Sufficient paper and pens, marker pens, scissors, blu tack, spare badges, selotape, stapler, rubbish bags etc.
- Signage for use on the day indicating the venue entrance, registration desk, toilets etc

Delegates

Delegate badges – decide whether you want to use first name or first and last name and organisation. This will depend on the type of event.

Check dietary and or access requirements well in advance; we use a response/registration form (**see Appendix B**) – which can be included with the invitation or sent out after people have registered. As well as delegates giving their name, contact details and organisation it can also indicate if they have any dietary or access needs and can be used for choice of workshops.

Consider a cancellation fee for any very late cancellations.

We put the following statement at the bottom of the registration form regarding the expense of providing assistance:

“EEFC will always do its best to assist people in accessing its events, but as a small not-for-profit organisation, we cannot meet all the costs of providing assistance (e.g Personal Assistance or Sign Language Interpretation). If any delegate wishes to bring an assistant, we will be very happy to welcome them”

Publicity

Advertise the event as soon as possible. We use our database of contacts to email invitations but remember that there will always be people with no internet access so it may be necessary to post some. We publicise both our own and other’s events on our FaithNetEast website:

<http://www.faithneteast.org.uk/events.htm>.

If you send us the information we will add this on or you can add the details yourself to the Noticeboard page (<http://www.faithneteast.org.uk/notice.htm>) where there is a submission form to use.

Prepare a flier with details of the event – date, time, venue and contact details (name, telephone number and email address) and any logos. This can then be emailed, posted or displayed at other events.

If it is an ‘open’ event, send a press release to your local media; if a ‘closed’ event, you may wish to write a follow up press release, giving a report. See EEFC’s publication page on the EEFC website:

<http://www.eefaithscouncil.org.uk/reports.php>

Evaluation and report

An evaluation form (see **Appendix C**) is useful to find out if what you organised was what people expected and can also give ideas for future events. Distribute this during the day so delegates can fill it in before they leave. People are unlikely to send it in after the event.

The evaluation forms are very useful in creating a report of the event afterwards, which may be needed for your records, or for funders.

These notes hopefully cover most of what needs to be considered in putting on an event. Be prepared to be flexible on the day then relax and enjoy meeting the people attending.

APPENDIX A

SPEAKER INFORMATION

Name	
Job / role title	
Organisation	
Address	
Contact phone number and email	

You have kindly agreed to speak / present at the following event:	
Name of event	
Date of event	
Venue	
Meeting time	

Title of your presentation, if applicable:
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Will you be bringing your presentation on a memory stick? (please check compatibility) If so, please could you email it prior to the meeting.
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Short biographical details for our programme
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Light refreshments (vegetarian) will be available from
--

Do you need any help with travel arrangements?	
Please let us know what time you expect to arrive.	
Please return this form to: East of England Faiths Council	eefc@cambcatalyst.co.uk or fax to

APPENDIX B

Title of event, venue, date and time

REGISTRATION FORM *Cancellation fees may apply

Name:

Address:

Organisation or Faith Group:

Email:

Telephone:

Please note any access or dietary requirements:

Please choose the workshops you would like to attend (1.15pm session and 2.15pm session) in order of preference:

1.15pm workshops		2.15pm workshops	
Engaging with faith groups on equalities issues		Commissioning public services: how can faith groups compete?	
The Elusive Ingredient: Engaging young people in civic renewal and inter faith action		The Olympics: new opportunities for public service	
What makes a good doctor?: improving mutual understanding on faith-related factors		What makes a good doctor?: improving mutual understanding on faith-related factors	
Participatory Budgeting: how faith groups can influence public spending		Finding and keeping volunteers from faith communities	

Please return this form **no later than** to:

eefc@cambcatalyst.co.uk or fax to 01223 421839

or post to:

East of England Faiths Council, St John's Innovation Centre, Cowley Road, Cambridge CB4 0WS

For more information call Lesley or Jenny on 01223 421606 or email: eefc@cambcatalyst.co.uk

* Delegates unable to attend must advise by or will be liable for a £30 cancellation fee

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APPENDIX C

Title of event and date

Feedback form

Please ensure you complete this sheet before leaving. Thank you.

1. One aim of the event was to hear the views of people from diverse faiths and beliefs. Please tell us what your faith or belief is, or if you do not have one

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2. Do you come from:

Public sector Faith Community Other

3. Please tell us your main objectives in attending, and whether these were met:

a) Met? Yes/No

b) Met? Yes/No

c) Met? Yes/No

4. Overall, how would you rate the morning presentations?

Excellent Good Average Poor

5. Overall, how would you rate the workshops you attended?

Title of session:

Excellent Good Average Poor

Title of session:

Excellent Good Average Poor

6. How was the administration for this event?

Excellent Good Average Poor

7. Overall, how would you rate the usefulness of this event?

Excellent Good Average Poor

8. Which part of the event was most useful to you?

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9. Which part of the event was least useful to you?

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10. What would you like us to have done differently?

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11. Did the event meet your access requirements? If not, please give information

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12. We hope to hold similar events elsewhere in the region, and will plan them to meet delegates' needs. Are there any topics you would like us to cover in future events? Or any other comments on what type of events you would find useful?

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13. Other comments

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Thank you for completing this form, it will help us in future planning.