

Event Tips

Before event

- Schedule the event for a weekday evening
- Make sure the Day, Date, Time and also correct address with town name, city and post code are on the flyer as well as price.
- Good venues include town / village halls, churches or large rooms, lecture halls in schools and universities (should seat at least 100-200). The larger the better.
- Check if venue has PA system (including microphone) and projector (Projector must have an HDMI cable attached). Also extension cable for plugging in devices.
- Check seating number and rental price for venue
- Send me details of time, date and cost of tickets for event. Recommended time is evening from 7pm onwards. I will then make a flyer for you or you can design your own. Please show me before printing. I will promote it on social media for you.
- To print flyers use a cheap website such as www.cheapestprintonline.co.uk It costs £43 for 2500 one sided A5 colour flyers
- Place flyers on public notice boards in and around your town, including those outside, on shop windows (A4 best for windows. Notice boards and A5 for handing out and door to door) so people can see them outside and in the library. Schools, universities etc you can ask to stick them with tape to shop counter tops so customers can see them as they purchase goods without walking away with them all, shop staff rooms.
- Hold a market stall with leaflets to give out or show to people. You can find many on my site on the downloads section www.5gawareness.com This also gives you the chance to promote the event at the stall and gather contact details of people you meet who can promote the event
- Meet up with friends who will do door to door leafleting with you well ahead of the event (make sure you let each other know which roads you have covered so you don't double up. Arrange a day to do a few hours of leafleting or as much as you can make time for.
- Contact local and national papers to inform them of the event as well as councillors, MPs etc.
- If an internet connection is needed, check to see if an ethernet cable is available so that my laptop for the presentation can be connected without using wi-fi. If not then w-fi is fine.
- Can also advertise event in local newspaper or magazine.

During event

- There needs to be someone at the door sat down taking payments as people enter, including late comers.
- It's advised to offer a break half way through the event if it is longer than 2 hours.
- Make sure to follow basic health and safety procedures of the venue and announce them at the start.
- Circulate a sign up sheet to collect names, e-mails and towns for each person. It is important to know where they come from so you can form a group in your local area who you can have regular meetings with. If there are people from outside your area, I can connect them with people from their own area. On the list have the titles: Name, E-mail, Tel. No, Organizer, Leaflet (Organizer and Leaflet are check boxes. You can explain if they tick organizer it means they are happy to help to dedicate

some time to organize an event or leaflet means they can help i.e. deliver flyers for future events