

## How to run a successful event

### Step 1- Determine the purpose of the event

Is the event a fundraiser?

Is the event a social event?

Is the event for raising awareness?

### Step 2 - What will the event be? Talk to the group and decide what is possible

Is the event to be held at school? (eg. Picnic, sport day, games club)

Is the event outside school (eg. Movies, bowling)

Will the event involve other schools?

### Step 3- Set the date

Check with the Social Inc Club – does it clash with anything?

Is it a one off event, or ongoing (e.g weekly or fortnightly)

Check the school calendar - does it clash with anything?

Check the date with the venue – is it available?

Put the date(s) in the calendar

Notify the Inclusion Teachers

Notify the group

### Step 4 – Venue and transport

If it is an external event – have you booked?

Organise transport – public bus or book a private bus

If it is an in school event have you booked the space?  
(eg. Booked the hall, asked to use the oval?)

## Step 5 – The fine detail

### External event:-

Organise the permission note (you can get a template for this from the school)

Have a wet weather plan (will the event need to be postponed)

### Internal Event:-

Notify the appropriate staff about changes to routine

### Fundraiser:-

Work out a budget to ensure you make money

Promote the event (newsletter, posters, announcements, Facebook)

Organise who is going to do the shopping/baking etc.

Organise a roster for the day eg. Selling, cooking etc.

Notify the canteen if you are selling food

Collect money and give to Teacher/Office Admin

## Step 6 – Follow Up

Take photos of the event and write an article for the school newsletter

Have a meeting to discuss how you could improve for next time

Share with the Social Inc. Community what you're up to:

Facebook @SocialInc.2013

Instagram #socialincAU