



WildWatch North Pennines

NORTH PENNINES
Area of Outstanding Natural Beauty



Things to think of and do when organising an event for your local wildlife group

The list below is purely ideas and pointers when taking on organising an event. The activity is not for one person to do but to coordinate as lead person for that event.

Before the Event

- Liaise with venue and agree dates, times, costs. Will you need a kitchen for refreshments or not?
- Liaise with event leader as to talk/activity
- Produce electronic poster/flier if appropriate
- Think about getting publicity out in good time before the event. You may want to write a press release and circulate flier other groups, individuals and press (with North Pennines AONB Partnership support as needed)
- Pass poster/flier to website/twitter/facebook coordinator and arrange for poster to circulate electronically to email contacts on publicity data base
- Agree poster printing with NP AONB or other and organise circulation
- Organise any refreshments (any dietary requirements?)
- Pull together risk assessment for event (NP AONB Partnership in support if needed)
- Agree cost to people attending, consider running a raffle or ask for donations on the night.
- Organise vols for setting up and clearing away if needed

On the day/night

- Take a register of people attending and their contact details and personal emergency contact details just in case
- Think about taking photographs and make sure people are aware and completed an image consent form. Ask anyone not happy to let you know.
- If you have one ask people to complete a post event questionnaire
- Agree who will formally introduce and thank the speaker/activity leader

After the event

- Post event publicity
- Feedback to group
- Thank the speaker and make sure any payment has been actioned