



The Ridiculously Easy Guide to ... running an event



MOBILISE YOUR VOLUNTEERS

They come into contact with a lot of staff, patients, clients and the wider community and are a great way to reach lots of people.



GO ON THE AGENDA

Why not ask for FabChange Day to be put on the agenda for meetings you or your colleagues go to. It can take as little as three minutes to tell people about FabChange Day. Alternatively, you might have some ideas of your own you want to ask people to join in with.



ADVERTISE

It sounds obvious, but print out posters and put them up in common rooms, canteens and corridors. Link to an event from your social media accounts; maybe ask payroll if they can tag some information about your event onto payslips. When it comes to publicity: 'more is more.'



PLACE

Find a place where everyone knows and everyone goes. The staff restaurant can be a great place for events, or the main entrance to the organisation. Make sure that you are visible: that people know when and where your event is and why you are doing it.



FOOD

Everyone loves food. You can double the numbers at most events by including some food element.



ALLY WITH OTHERS

Perhaps try to get on the agenda of a meeting between CCGs, Social Care and other care providers to enable a more joined up approach, or engage with local charities and causes to see where you can benefit each other. Is there anyone else near you doing a FabChange Day event? If so, could you work together to make one bigger, brighter event?



ENJOY

Most of all, relax and have fun! Enjoy being a part of FabChange Day. If you enjoy it, others will enjoy it too. Praise everyone who is taking part, inspire people who aren't yet.