



ConnectGroups
helping support groups & individuals



Holding an Event

Before you think about holding your event, you should think about **what you want to achieve**.

Do you want to talk with other people to find out more about an issue?

Do you want other people to help you make change?

Do you want to get support and media attention?

Events usually have guest speakers who can tell you what you want to know.

Holding an event can be a lot of work.

It is a good idea to put together a working party to organise the event.

You could also hire someone to help organise the event and to tell people about it.



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Organising a special event

Here are some questions to ask before you organise your event.

- What will your event be about? (theme or topic)
- How will you pay for it?
- Who will organise it?
- Where will it be held?
- When will it be held?
- What subjects will be talked about?
- Who will be speaking at the event?
- How will you tell people about the event?
- How will you make sure your event is accessible?
- What materials will you need (flyers, brochures, banners) for the event?

There is another fact sheet in this series –

‘Holding an Accessible Event’.

It includes an access checklist to make sure your event is accessible to people with a range of disabilities.



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New and Existing Support Group Development, Telephone Information Line,
Information Forums, Facilities and Equipment Hire

On-line Directory of Support Groups and Community Organisations, E-News

People With disabilities WA:

1/37 Hampden Road, Nedlands WA 6009

Telephone (08) 9485 8900 Rural Freecall 1800 193 331

Email: info@pwdwa.org Web: www.pwdwa.org