

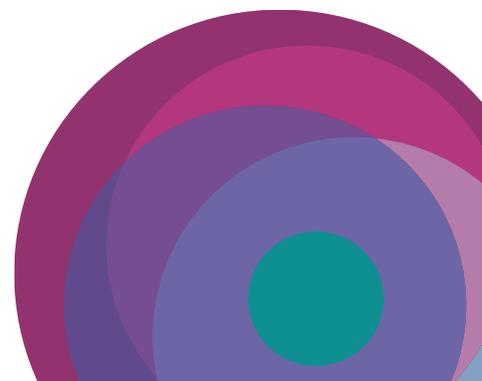
Inter Faith Week – handy checklists

Before the event

- Create a tasks list
- Find a venue
- Invite speakers or any other contributors
- Invite the audience
- Register your project at www.interfaithweek.org/ submit
- Contact companies or bodies such as your local authority to seek in-kind support
- Invite your MP or Mayor
- Get any permissions you may need
- Complete a risk assessment
- Make sure you have appropriate insurance
- Ensure that participants have DBS checks if necessary
- Make sure you have the necessary equipment
- Let participants know where they need to be and when
- Update your website with your event
- Send out a news release about your project
- Ask two or three people to record details of your event while it is happening by making notes and taking pictures

On the day

- Arrive early to check all the facilities are as required – including any audio/visual equipment – and have all reception arrangements in place
- Meet and greet – with staff or volunteers on hand to meet people and show them where to go
- If you are running an activity, keep a list of who has arrived or get them to sign in
- Put up signs including a big welcome sign
- You might want to ask visitors to fill out a simple monitoring form to give a sense, after the activity, of the diversity of people who have taken part
- Make sure you have brought any paperwork such as evaluation forms or a risk assessment
- Make sure that there is an identified First Aider and you know where the First Aid kit is
- Ensure that people taking part know where toilets, changing areas and refreshment areas are and also, fire escapes and meeting points in the event of an emergency
- If you are encouraging people to tweet from your event, display prominently #interfaithweek and any other any hashtag you are using
- Bring a camera to take pictures for your records, to tweet, etc.



After the event

- Tell the media of your success – have a news release ready to send to the national or local paper highlighting how your activity went
- Use social media to highlight your event
- Evaluate your own activity/event (see also the sheet on evaluating and learning)
- Include a photo of the activity with the news release to add value to the story
- At the end of the event, thank the attendees, volunteers, supporters and sponsors
- Record feedback from participants, stallholders and volunteers
- Fill in the online survey on the Inter Faith Week website – by learning from each Inter Faith Week we can develop it strongly for the future

Have you remembered to tell the Inter Faith Network about your event?

A questionnaire for event organisers will be available shortly after Inter Faith Week at www.interfaithweek.org

Each year, this helps us continue to develop and grow the Week, and better support those who take part!

We also put together an illustrated report on Inter Faith Week and publicity materials. If you have photos or stories from your activities that you think might help us to tell the story of the Week nationally, we would be delighted to receive these.

