

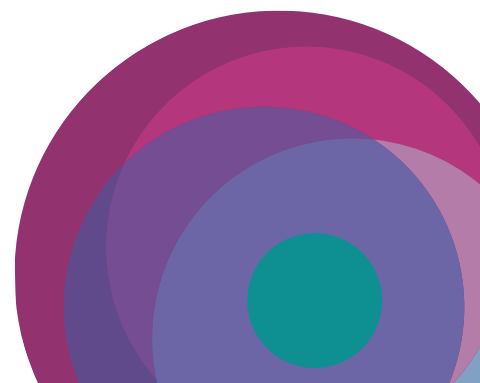
# Inter Faith Week – handy checklists

## Before the event

- Create a tasks list
- Find a venue or decide on a virtual platform
- Invite speakers or any other contributors
- Invite the audience
- Register your project at [www.interfaithweek.org/](http://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, including software and a strong internet connection if hosting online
- 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
- Set up a sign-up or ticket webpage and ensure attendees know how and when they will receive the meeting link
- If you're chairing a virtual meeting, try to acquire a second computer monitor – it will make things much easier

## On the day: virtual events

- Ensure the meeting link and any passwords have been sent to attendees
- Test the meeting link to make sure it works, and check the settings to see if participants will be automatically muted etc.
- Set up any audiovisual equipment and ensure sound and picture quality is good
- If you're using a wireless headset, ensure it is charged
- Test screen-sharing, videos, and PowerPoint slides to ensure they function as expected in the meeting
- Make sure your internet connection is stable – use an ethernet cable to connect your device directly to the router where possible
- Begin the meeting early so you are ready to let people in from the waiting room on time



## On the day: face-to-face events

- 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, as well as 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 hashtags you are using
- Bring a camera to take pictures for your records, to tweet etc
- If food is being served, consider dietary requirements and how food is served and displayed

## 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
- Include a photo of the activity with the news release to add value to the story
- Use social media to highlight your event
- At the end of the event, thank the attendees, volunteers, supporters and sponsors
- Record feedback from participants, stallholders and volunteers
- Evaluate your own activity/event (see also the sheet on evaluating and learning)
- Fill in the online survey on the Inter Faith Week website – by learning from each Inter Faith Week, we can improve it for the future
- Send photos to the Inter Faith Network or tag @IFWeek – this helps us tell the story of the Week!