



This How To ... sheet will explain how to get new group members by planning and running fun social activities and events.



1. Finding new group members

One way to get new members for your group is to run social activities or fun events. Social activities are a good way to:

- Meet new people.
- Learn about people's interests and the issues they care about.
- Talk to people about self advocacy.
- Give out information about your group.



2. Social Activities and Event Ideas

The first step is to decide what you want to do. You could plan a:

- B-B-Q or picnic in a park
- Self advocacy film or trivia night
- Disco or karaoke event
- Poster making day
- Pizza night
- Meal at the local pub



Activity Idea

Work with your group to brainstorm ideas for your social activity or event



3. Step by Step planning

STEP 1 Pick your event

The first step is to decide what your social activity or event will be. You will need to think about:

- If you want it to be a big or small activity or event.
- Where you will hold the activity.
- Making sure the event is near public transport and that it is accessible.
- Who you want to invite.
- How many people you want to invite





STEP 2 Planning

The next step is to write a plan. Your plan should include:

- A checklist of all the jobs you need to do.
- A list expenses or how much it will cost.
- Who will do the work.
- Who can help on the day.
- How to advertise your activity.
- What will happen at the event. Will you chat and get to know each other or will you give a presentation about your group?
- Think about transport and how everyone will get there and get home.



Activity Idea

Brainstorm what else needs to be in the plan.



STEP 3 Spread the Word

The next step is all about **spreading the word**. There are different ways to get the message out there. You can:

- Make flyers or posters about the event.
- Put up the posters in public spaces and also day services, advocacy services or workshops
- Post the event on Facebook.
- Send out an email to all of your contacts.
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Don't Forget!!!!

Ask people to let you know if they are coming two weeks before the event. This is called an **RSVP**.

You don't want sausages for 10 people and 30 turn up!!!!



STEP 4 Get Help



Planning and running your social activity can be a lot of work. You might need to find people who can help. For example:

- Support workers
- Family, friends, supporters and members of other self advocacy groups
- Disability organisations and disability advocacy services

Plan Together





 Name	 Phone No	 Email

4. On the Day

On the day of your event or activity you should:

- Check you have all the equipment you need and that it works.
- Make sure everyone knows the job they are doing.
- Arrive early so you have time to set up before people arrive.
- Greet people when they arrive.
- Take time to chat to everyone.
- Talk to people about your group and about self advocacy.
- Hand out information sheets about your group.
- Ask people if they want to sign up to your contact list before they leave.
- Make sure that you have lots of fun!

On the next page there is a sample planning form.

GOOD LUCK!



Event Planning List

Event Name:

Activity	What has to happen	Who	Done <input checked="" type="checkbox"/>
What:			
Where:			
Equipment:			
Cost:			
Transportation:			
Other jobs that need to be done:			