

# TEN TOP TIPS

## 1. GETTING STARTED



- Decide which global issue you will focus on.
- Involve as many potential participants as possible in this decision making process.
- Do not end your decision making process here! Take a flexible approach. As planning for your event evolves, you may come across more links to the issue you are focussing on. Be willing to take these on board.

## 2. ALLOW PLENTY OF TIME



- Do not rush the planning process. Allow time for communication – don't underestimate how long it takes to get things going.
- Be warned, things don't keep developing at the same speed – once they get going they may quickly accelerate! Prepare to respond to this to keep the momentum going.

## 3. WHO TO CONTACT TO GET STARTED?



- Start with someone who is familiar with One World Week.
- Ask for help: the more people involved, the greater the likelihood of finding resources and using them effectively.

## 4. SHOUT ABOUT IT! USING A RANGE OF COMMUNICATIONS



- Word of mouth and personal contacts can be much more effective than letters and emails.
- Use personal networks, or friends of friends initially, but beware of the 'usual suspects' syndrome.
- Supplement these methods with community radio, newspapers, newsletters of local faith groups, posters and email contact lists.
- Make yourself known. Get a slot on the agendas of local meetings, call in at local drop in sessions.
- Get others to do the same.

## 5. GETTING PEOPLE INVOLVED



- Take a participatory approach. Give everyone a chance to join in.
- Get people drawing, planning on flip chart paper, talking in pairs – before talking as a whole group.
- Build trust and relationships – take some time to understand the reasons that might prevent people from getting engaged.
- Contact people in power and / or those well known in the community to support your message and give kudos to your plans and events.
- Summarise decisions made at planning meetings. Produce a clear list of who has agreed to do what. Ensure you follow it up.

## 6. FOOD



- Food nourishes people, makes them feel welcome and is a good conversation starter. It is a great asset at any event.
- Make sure you cater for everyone – ensure that most of what you provide can be eaten by most people you expect to come. If unsure, ask, do not guess.
- You could ask people to bring contributions, and share them with the group.

## 7. LOCATION AND TRANSPORT



- Try to choose a neutral venue.
- Ensure it is accessible for those using wheelchairs, and is accessible by public transport.
- Include public transport links and a map with any information you send out.
- If possible, make personal contact with those you are inviting.
- Try to arrange for car shares – not only will this overcome the travel issue, but may result in people getting to know each other better.
- If you have the means, reimburse travel costs for those who would find it a struggle.

## 8. CHOOSE DATES CAREFULLY



- Dates to avoid because of religious festivals, or school holidays are important to bear in mind. Go to [www.interfaith.org.uk](http://www.interfaith.org.uk) for guidance.
- If possible, offer a crèche during planning meetings and children's activities at events.
- Remember, it is impossible to find a time which suits everyone but ask rather than guessing.

## 9. FIND OUT WHO YOUR ALLIES ARE!



- When finding and making connections with local action and global issues, find out who is doing it already.
- There may be local branches of campaigning organisations. Your local Development Education Centre will be able to help you locate these (see [www.globaldimension.org](http://www.globaldimension.org) for a list of these).
- See also your local Council for Voluntary Service or CVS – they will have a register of any local voluntary groups and organisations which may be interested in OWW (see [www.navca.org.uk](http://www.navca.org.uk)).

## 10. WHAT NEXT?



- Ensure you ask participants what else they would like to be involved in, and if they would be able to help organise it.
- Ensure someone has a list of contact details of anyone willing to be involved in the future.
- Collect positive quotes from event attendees, for use in publicity.
- Write a brief account of the event and get it in the local paper or on local radio.
- Use the event to publicise any other events you or any other of the participating groups are planning.
- Enter your event on the OWW website [[www.oneworldweek.org](http://www.oneworldweek.org)] so other OWW organisers can get ideas and learn from what you have done.

