

## What Will You Need To Put On An Event?

*It's a good idea to write up a checklist of materials, equipment and even special guests you might need at your event. Here are some things you might consider...*

- 1. Do you need to book a venue?**  
Setting up the location: You may need chairs, tables, even a stage.
- 2. Will you charge admission to your event?** If so, you will need a cash box with a float for change and a stamp to apply to people's hands as they arrive. The stamp will prove they paid admission if anyone asks them.
- 3. Will you need a security team?** This is important since you are responsible for the event and if you want to host another one, it has to run smoothly. There can't be any fighting, drugs or alcohol or damage to the facility you are using. A proper clean-up must also be done. You should leave the facility how you found it.
- 4. Do you need refreshments?** Having a concession with drinks and snacks available is important. It keeps everyone happy and cuts down on the traffic of people coming and going from the event so your security team is not overwhelmed.
  - a. Who's on your concession team?
  - b. Where will you set up your concession?
  - c. What will you sell? You many wish to ask for donations from local stores.
- 5. Do you have first aid treatment available?** Having someone attend your dance with first aid training is important (e.g. older youth, parent, nurse). Borrow or purchase a first aid kit.
- 6. Will you decorate your event? What will you need?** It's super easy to make decorations out of colored paper... you can usually find cool stuff at dollar/thrift stores, too.
- 7. Do you need to arrange for entertainment (e.g. DJ, M.C., special speaker, band)? What equipment will you need (e.g. sound equipment)?** Call local music stores to ask about renting equipment.
- 8. Do you have a post-event clean-up plan?** To make things easier be sure to set up garbage and recycling bins at your event and encourage people to use them. Be environmentally conscious.
- 9. Do you have resource material to distribute?** What can people take home with them to remember your cause? Depending on the reason you are holding the event you may have a booth set up to educate people on a certain issue (e.g. poverty, racism, child labor, violence against women).

### Things to Remember...

- Get support for your event! Your event cannot be successful without community involvement. Involve the businesses in your community by inviting them to donate money or services. Advertise and contact volunteers to help with set-up, clean-up, security, collecting admissions, receiving donations.
- Plan a schedule and delegate! Try to prevent last minute mishaps by assigning specific tasks to each member of the organizing group along with a completion deadline. Make sure everyone who is involved knows exactly what is expected of them.

### **How Will You Publicize Your Event?**

Media coverage and other forms of advertising are necessary for any event.

You've got a big group together to do some planning around, say... racism, or violence, or new summer programming for youth. You have a lot of decisions to make.

Taking some roles in the group will help things run smooth.

#### the Facilitator

The facilitator guides the session, asks questions when there are questions to ask, and keeps the focus on track. The facilitator is also an outside bystander in the session, and doesn't contribute to the discussion. Instead, the facilitator will

Ask the group to ask 'what's next?' What's the next question?'

Probe for more exploration and detail when a topic gets really going.

Keep the flow focused on the topic. "That's a good point, can we pick that up at the break? I think we need to get back to the topic."

Calm tensions when conflict (different opinions) rise, and make sure everybody gets a chance to speak. "It sounds like we've got very different opinions here. Let's explore both of them."

Remind participants that decisions need to be made. "So, what's the decision here?"

#### Vibe Watcher

The Vibe-Watcher notes how people are feeling during the meeting – excited, over-emotional, angry, distracted, really eager, and deals with those feelings as needed. E.g.: the vibe-watcher could suggest a time-out if things get too emotional or an energizer if people are getting restless.

## Time Keeper

The time-keeper watches the time to make sure that all the agenda items get discussed within the meeting time & that you don't go over time.

#### Observer and Recorder

The observer watches and records everything, particularly decisions and commitments. Later it can be hard to remember all the decisions, and why you made that decision. The Observer records everything so all the good work in the meeting can be acted on.

Note who came, who couldn't make it. Make sure you have contact info.

Be brief. Short form

For long discussions, just keep main points and the final outcome or decision.

Write down every action that the group agreed to take and who is responsible

Note items to be discussed at your next meeting

Share the notes with everybody, and make sure they note what actions they have committed to. "Paul, you're responsible for refreshments. Susan, you're leading the set up crew."

*BYTE and the Youth Directorate often know about conferences where you can represent, fully funded... - ideas like non-violent communication, anti-racism, peace, the environment, and the North... If you're interested, call and we'll put you on the list for upcoming sessions.*

Take for example....

*The Power of Hope, a youth anti-racism group from Vancouver, came to Whitehorse and trained 25 Yukon youth from communities on being a youth facilitator and how to use art and hip hop to make change. It was a blast! [www.powerofhope.com](http://www.powerofhope.com)*

# Turn AWARENESS into ACTION

## Awareness without Action = Nothing

It's a simple truth. You can build all the awareness in the world, but without having a new action to replace it, people keep doing the same thing. Nothing changes.

### **What is the change you want to see?**

If change is going to happen... what are the actions?

**When people are aware** and supporting your cause, act on the energy that comes with a new frame of mind. You've got to give them something to do, some thing to ACT ON, to make change.

**Now that they realize** that they can affect climate change... Say... "Turn your truck off, it doesn't need to idle."

**Now that they are aware** of child labor or that businesses aren't hiring youth anymore... ask them to "Shop at local businesses. It means more money in our community, so that we have jobs in the future. It keeps our community stronger."

**Now that they know that you'll run a positive and active youth centre**, ask them to "talk to Uncle John on the Council about getting our youth centre open again. I'm trying to get everybody to talk to the council so that we can make this happen."

Support people in new actions:

Let them know that others are doing it too. They aren't alone in this change.

Their new action will make the change possible. They will see the results.

It might take a few tries to get used to it. You might go back to old thinking... so be supportive and encourage people of how good the new way felt.

# **makin' it: EVENTS**

Hype up your town and make some events for your own fun... and show how you're actually really, really great... and to showcase a current issue.... It's making it happen that's the really fun part.... to connect with new people... and to enjoy each other... and to make music and noise and art...

**dance**                      **soccer tournament**  
**film night**              **canoe day**              **concert**  
**build a youth centre**  
**ping pong tournament**  
**hip hop / storytelling night**

## **Whatcha gonna do?**

Host a youth-only dance at the town hall every month. Let's start with one really great dance, and build it up.

Hold a battle of the bands with bands from nearby communities.

Camp weekend - and give it a theme like youth voice on the land, or hip hop nation, or the world in 50 years.....

## **Who's invited? how come?**

All community youth.... Aunties and Uncles.

Elders... Moms... Sports people... Arts people...

Knowing who you have in mind will help you decide and plan you event, such as what time to start, how loud to have the music, having a chill space or sit down area, whether you'll have food.

If PEOPLE are the reason you're having the event, put what they like first in your decisions, to make them feel comfortable.

**Why are you inviting them?** Be honest with yourself about what you need to ask them, what you want them to do.

**It could be to accept young people and young CULTURE as positive parts of the community.**

**It could just be to say...**

# THIS IS WHO I AM.

## When will your event be held? Set a Date?

What's the best day or days of the week?

Make sure you're not clashing with something else... or there might be an event you can buddy up with. Check the community calendar and the school year.

## Days like

**Youth Week May 1-7**

**Martin Luther King Day Jan 16**

**Aboriginal Day June 21 {on summer solstice}**

**Human Rights Day Dec 12**

## Where will your event be held

Do you have to ask or convince someone? Who? What will convince them? How many people? What equipment do they already have? Do visitors need a place to stay? Can it be in the school? At the Community Hall? Is there a community ally you can show off by having it at their place?

## Who's can help set up

### Who's your project team

There are lots of jobs....

Promotion & advertising

Refreshments

Participation

Equipment....

# EVENT TEAM AND JOBS

**Cheeeeeaaackkkk.  
1, 2. Check. Check.**

There are lots of little jobs in planning any event

**Technical equipment** - lights and cables and shin pads.

**Hosting equipment** - chairs, tables, tent, umbrellas

**Snacks and drinks** - stay refreshed. have extra.

**Promotion** - flyers. stickers. ads. do them twice.

**Promotion** - talk to people to get them on board

**Sponsorships** - local organizations chip in

**Set Up** - the day of the event

**Door** - or checking in participants. It's always friendly to greet people. Do they need a checklist? Do you need to give change? Get extra!

**Clean up** - have a crew lined up so that you're not doing it alone.

Keep track of what's done so you know that it is done and you can move onto the next thing.  
Keep track of who's going to do what, and when it needs to be done by.  
It's easy to forget. Make a grid.  
When its written down, you don't have to try to remember it all. It's right there.

Once a week, check with team members on where they are at.  
If it's the final countdown like the week before, its good to check in every day.

**Check off when each job is done. *Is it done? Yeah, it's done.***

<b>Name</b>	<b>Job</b>	<b>Due Date</b>	<b>Done</b>	<b>Phone #</b>
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# NETWORKING & ALLIES

**Networking** is a buzz word. Really, it's just a fancy word for talking up your cause with people, seeing who can help.

Just **networking** itself can rally support for your project.

## What makes **networking** important?

Well, people are more likely to support and get involved when they know about the issue by knowing you first.

Let your town get to know you as the person who's got a positive new way of doing something.

Get to know people in new ways. There are people in every town with interesting backgrounds. Surprising allies are everywhere. You just have to ask... and keep asking.

Ask around about who might be interested.

Who did this kind of thing in the past? Would they be interested in doing it again?

For good **schmoozing** of your issue:

Have some relaxed, informal chitchat before you start talking about serious stuff. Know how to enjoy yourself and socialize!

Take the initiative to introduce yourself to the people around you.

You don't have to be a big loudmouth to be a good **networker**. Even if you're quiet, strong relationships will take you further.

# INFLUENCE COMMUNITY OPINION

*Launch a campaign. Spread the word.  
Get it your way. Yah man.*

**What's the Point? What are you trying to get across, really....?**

**What's the issue?** What attitude or opinion do you want to change?  
Keep asking yourself what's really behind it. In a group, ask each other, 'why is that?' 'How did that come to be?'

**What do you want to change it into?**

**Whose opinion do you want to change?**

**Who already agrees with you,** and would support you if you asked?  
These are your allies.

**What do people believe right now?** Are you sure?  
How can you find out what people's real opinion is right now?

**When do you want it changed by?**  
Is there a date already existing: (like a council meeting where the decision could be made) or do you have a long-term goal (like a youth seat on school board) that might take a lot of people to win over, with many steps?

**What do you want them to do instead?**  
People are more likely to say yes when you can give them something to do that they know will make a difference.

Pete says, "Hey man, what do you wanna do?"

Jane says "I dunno, what do you wanna do?"

Pete says "I dunno, what do you wanna do?"

Chris says "Hey man, I'm going to make a mural... wanna do it?"

## Make it easy to say yes.

*Back up your side: facts talk  
truth*

What proves that you are right, or that your way is an improvement?  
What facts support your opinion?

Who else has your idea worked for? Can you use their success as an example?

The people who don't agree with you – What do they believe right now?  
***What can you tell them that addresses their concerns?***

Keep going, and going, and going.  
Get your battery pack on  
and keep on going.

The world changes over time, one person at a time. Each person is success!

## *Allies*

*Allies are your best  
friends in a long  
campaign.*

Who can be an ally, and what can they do to help?  
What do you want them to do? What can they do for you?  
Who do your allies know, and who can they influence?

With allies, you can keep each other's energy  
up when the going gets tough, and keep the creative tactics alive.

Who's ear do you need to get to?  
Be creative and unexpected. The most surprising people could be your best allies. Surprising  
people could become your allies. Always welcome them.

Keep them in the loop on your actions, only as much as they ask for.  
How often will you talk to them?

A friend of the cause  
... 'cause they're right on.

# hype it ProMoTing ACTION

Be the change that you  
want to see in the world.

**Make appearances** at other community events (related) and ask ahead of time to make a presentation. At these events, you can get people talking about your issue by asking their opinion. What do they think right now about this issue?

**Public gatherings** are a good place to find your supporters and not-supporters. Have some adult allies already there.

**Do it in your everyday life.** If you want to stop climate change, start walking and don't buy plastic. **Question racism when you see it.** Ask others to do it too.... *take advantage of situations that pop up to promote your cause.*

**Hold an event.** Events are a fun way to rally people together with a good feeling. Events can open the discussion in a friendly way.

**Media is helpful** for really big public awareness. Sometimes public attention can be helpful... and sometimes it gets people upset. Make your request positive. Remember what you are asking for, and stay focused on the positive thing. You don't have to be distracted by side topics.

**A project newsletter** - even a single piece of paper every couple of months, keeping your supporters and keeping them interested in the project.

**Host a workshop** for supporters to get training such as youth summer jobs; anti-racism; running a community kitchen; running council

## **“What if we....?”**

**Host a mini-version of what it would be like** if your change took place, and make it public for people to see.

a council meeting with all youth representatives

**a play, acting out what it could look like.**

a concert of songs all about it

if you want an always-open youth centre, put on a couple of your own events to show how you would use the centre

like a snowboard or SK8 comp; drumming workshop; foosball comp;

hip hop dance night, a community kitchen night; arts and crafts nights t shirt printing;

murals & collages to decorate walls