

Bradford District Assembly Safer Communities Forum

Guide to Organising a Community Event

Monday 10 June 2019, 10.00 am - 12.30 pm

CNet, Enterprise Hub, 114-116 Manningham Lane, Bradford, BD8 7JF

Present: Samina Begum (Stronger Communities); Cllr Matthew Bibby (Bradford Council); Laura Binks (Barnardo's); Louise Connors (Parents' Forum for Bradford and Airedale); Sue Dickerson (Queensbury Performing Arts); Pamela Dub (Chapelton Development Trust); Angelina Duckworth (Age UK Bradford District); Sonia Fayyaz (BTHFT); Mel Frances (Trees for Cities); Mike Fraser (Greengates and Apperley Bridge Community Volunteer); Nigel Goff (Bridge Project); Jon Gooch (Project 6); Gloria Heilbron; Mercy Katola (Stronger Communities); Nawaz Khalifa (Craven College); Julie Maude (Live at Home); Julie McCann (Café West); Kauser Mukhtar; Muppett (CNet); Trevor Ramsay; Jas Rayatt (West Yorkshire Police); Joyce Thackwray (People Together); Stuart Walker (Qby 1940, walking); Joanne Ward (NHS); Becky Warden (Thornton Gala); Frances Seames; Carolyn Jowett (Friends of Westwood Park, Friends of Littlemoor Park); Selina Adams (Barnardo's); Barbara Fairburn (Churches Together Riddlesden); Helen and Stuart Eteson (Cottingley Community Centre); Howard Clough (Cottingley Community Partnership); Sue Johnson (Chapelton Development Trust); Jem Tovey (Project 6); Gabriel Stoltz (Bridge Project); Mary Green; Peter Tate (BYDP); Noreen Akhtar (CBMDC); Franceska Bradbury (The Gateway); Tracy Dean (The Gateway); Ibrahim Maynard (school governor / Refugee Week)

Top Tips for Organising a Community Funday / Event

- Planning
- Communication / marketing – social media, through schools e.g. in book bags, local businesses, flyers, T&A, Dayglow posters on lampposts (Correx and plastic ties)
- Health and safety
- Funding / budget / sponsors
- Start small
- Insurance (public liability) / risk assessment
- Venue is crucial: map out your outdoor area – access is crucial, ideal locations have both outdoor & indoor facilities; set out all your tables/stalls with ID numbers consider where the performances/activities will take place and how much space is required
- Timing – make sure that you have enough people well before to set up the venue and everyone has a timetable/programme
- Allow stall holders time to set up beforehand – parking needs to be considered.
- Keep your eye on the weather forecast – wet weather contingency if possible.
- Interactive Community Stalls; local talent/performers Traditional Games: Sack, Egg and Spoon, Space Hopper, Three Legged races, Tug o' War etc. – go down really well
- Gazebos, Flag poles and Bunting – add to the atmosphere (community craft groups like to make bunting)
- Good PA System – essential – singers/performers will often have their own – may also compare the event if appropriate
- Giant Bouncy Slides are a reasonable cost – big attraction
- Good opportunity for presentation of certificates/awards
- Awards for All – good source of funding – need a 4-month lead up

- Cross generational (safeguarding)
- Connect with community and partnership working – engage local groups
- Local businesses – key contacts
- Time and plan
- Plenty of volunteers – advertise for them
- Youth organisations (Scouts litter picking)
- Advertising / promotion
- Use social media and update
- Know photo rights around public events
- Who aiming for
- Check dates – anything else happening in the area / similar events
- Accessibility
- Human fruit machine – star attraction
- Location
- Organise pre-event meeting to gauge interest
- Forward planning (six months)
- People with right skill sets
- Appropriate venue and booking early
- Sufficient toilets, water supply
- Stage
- Stalls, entertainment to book
- Target audience / include children – get families
- Committee
- Schools
- Scouts / bands
- Youth service
- Food safety – five stars for suppliers / level 2/3 food safety certificates if doing it yourself
- Asset based resources
- Keep it simple
- Seek advice by going to established fundraisers
- Give people set roles
- Have a plan B
- Get local residents involved
- Previous events, i.e. raffles, to raise funds for larger events
- Can get all different age groups / ethnicities involved
- Evaluation
- Anything free