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## 5 Steps to planning a successful Show & Tell event for #iwillWeek 2016

Whether you've been planning your Show & Tell for months or decided to have a last minute get-together, here are some handy hints to get you going!

### 1. Invite the right people

- Consider who should be there. Think how you can bring together key supporters as well as people who might be new to the campaign and youth social action.
- Once you have a guest list, share invites and put up posters. Perhaps your school, students, employees or volunteers can help with this?
- If you don't have time to do this in person, Facebook and Twitter are quick, easy and cheap ways of inviting people.
- Make sure young people are at the heart of the event, both in terms of preparations and as guests.

### 2. Pick a venue linked to youth social action

- Your celebration can take place almost anywhere, and even better if it's linked to youth social action: your office, at school or college, a local hospital, in a local community centre or park or even at home.
- Why not ask your local MP or council for ideas and support on using a local venue? Alternatively, a local business may support with costs and logistics.

### 3. Plan your Show & Tell

- Getting involved in the planning can be as much fun as the big day itself. It can also be a great way to get to know other people in your community.
- We want you to **Show** local people what youth social action is all about. Get adult volunteers, parents, teachers, employers, local MPs, journalists and other young people along to see and hear about the benefits of enabling more young people to make a difference.
- **Tell** them about the double benefit of youth social action and why your guests should get involved in the #iwill campaign.

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### 3. Plan your Show & Tell (continued)

- You could maybe **Show** some social action at the event too - as part of a campaign to improve something locally, an opportunity to fundraise for a local or a national cause, or you could include some volunteering to enhance your community. There are so many options, and this could sit within other activities you have planned elsewhere in the calendar, such as Children in Need, Giving Tuesday, or Anti-Bullying Week.
- This is a great opportunity for you to engage with other organisations in your area, and **Tell** schools, colleges, businesses and the wider community about all the brilliant work you are doing to embed social action opportunities for young people.

### 4. Decorate

- Elsewhere in this resource pack there is #iwillWeek bunting as well as editable posters and invitations - please do make use of these.
- Make sure you fill the room with stories that **Show & Tell** guests about your activity and success. If you've had the support of other organisations in delivering your social action projects, don't forget to offer them space too.

### 5. On the day – top tips

- Try to make sure that your activities are suitable for all ages - it's key that young people are involved from start to finish.
- If your event or social action plans are outdoors, have a wet weather plan.
- Take lots and photos and footage of your event and share them on social media.
- Most importantly, **have fun!**

### Tell us about your event

We'd love to hear about your plans. Don't forget to send an email to [hello@stepuptoserve.org.uk](mailto:hello@stepuptoserve.org.uk) under the subject line #iwillWeek 2016. All we need to know is when and where your event will take place and how many people will be attending. We will be adding events to the #iwillWeek 2016 map very soon.

If you want further guidance, take a look at tips for running a community event from the Lottery-funded Big Lunch project [here](#).