

Organising events

Be creative with the events you organise. Go for a range that will appeal to all the different people in your street (for instance elderly people, people with disabilities, young people and non-English speakers).

Why not have a street party, picnic, barbeque or Karaoke night in a local club? You could arrange some visits to local places of interest. These events help people to get to know each other, which is vital if they are to work together on a project. There are more details of some of these events in additional sections of this toolkit. The community



planning website (www.communityplanning.net) has dozens of different tips and techniques, case studies and tools you can use for community meetings.

Other event suggestions

- Display “before” photos of your new street - add “during” and “after” photos later on as your DIY Street progresses. Put them up in windows or on a local community notice board.
- Ask children’s maps to draw their routes to school or the park
- Design maps of the routes adults take to shops, library, bus stop
- Put up an “ideas” sheet in local shops or on a notice board
- Build a simple model of your street with movable houses
- Draw ideas for new parking, planters etc on the road in chalk
- Display ideas of art that would enhance your street e.g. painting the planters, stained glass transfers for front windows
- Design plaques to go on houses describing the history of your street or area

General points to consider when running an event

Where shall we hold it?	Think about access (particularly for elderly and people with disabilities), safety, facilities (e.g. do you need tables and chairs?)
When shall we hold it?	<p>When choosing a date, think about the time of year and possible weather e.g. a barbeque in February may not be ideal!</p> <p>Also try to avoid a clash with major local or national events e.g. football or rugby matches, or local attractions e.g. fun fair or children's outing.</p> <p>Decide if weekdays or week-ends are better – or mix and match. If you want to invite council officers they will probably prefer weekdays.</p>
Who is the event for?	In many cases it will be all the residents but sometimes you may just want children, young or elderly people so they can see how the new plans address their particular needs. Think about whether you would also like to invite council officers.
How can we fund any item we need to hire or buy?	Apply to Community funds (see section on “more information about support and training opportunities”)
Do we need to have insurance for our events?	Events that you run for residents are not considered public events so do not legally need to be insured. If you do want to insure your activities you will need to obtain and pay for it yourself. Make sure that any companies from which you hire equipment have their own insurance (although this usually only covers the equipment not personal injury).
How about Health and Safety considerations?	Look at any possible risks before you hold an event and record them. Make sure people know of any reasonable risks and advise them on how to avoid any problems. Make sure that you only hire equipment from reputable suppliers and that their equipment is insured.

<p>Who is going to organise the event and who will help on the day?</p>	<p>There will probably be a core group of residents who will take the lead. Ask other people directly if they will take on specific tasks e.g. decorations, cooking. Include as many people as possible even if they can only make a small contribution.</p>
<p>How are we going to let people know about the event?</p>	<p>Knock on doors and tell people face to face if possible, In addition have a simple flier to give people because it's easy to forget times and dates if they are not written down. You can put posters in front windows or on lamp- posts as well.</p>

Licenses

You may need a licence for some events and activities. For advice, and to obtain any licences that you need contact your Council's Licensing Team.

Insurance and safety

The events that you hold for residents are not usually considered to be public events and the risks will normally be very low.

For additional information specific to a street party see the additional section: **Planning a street party: Involving children and young people**



Children and young people are important users of your street so involve them in the plans.

Suggestions of ways to involve children and young people

- ask them to deliver information door to door
- ask them to help adults with surveys – children should not do this alone
- set up a children's competition to think of a name and logo for your group
- help younger children to draw a street that they would like to play or socialise in
- encourage older children to take responsibility for writing a newsletter
- if you hold an event that will appeal more to adults, offer something for children too e.g. face painting
- make one of the planters a children's garden

Involving people with specific needs

Elderly and less able residents may have specific needs and their input is vital. Make sure that they have help to attend meetings and activities if they want to; if not arrange for someone to visit them at home. Assure them that their needs will be listened to and taken into account because they may feel awkward about expressing them.

Involving non-English speakers

It is important that as many residents as possible have a chance to contribute to their DIY Street. If some residents do not speak English, try and find out if there is another member of their family or a friend who can translate for them. Try to arrange some activities that everyone can join in with even if they do not speak English.

Recording ideas for your DIY Street during an event

Even if you are running an informal social event do not miss the opportunity for people to think about the way they would like their new street to be, and there are several ways you can record ideas:

Post-it Notes

Everyone thinks up ideas and writes them on Post-it Notes which are stuck on walls. People then vote for their favourite ideas.

Street model or street map

Ask some adults and children to make a small model of your street or draw a simple map of your street in advance. People can then add their ideas.

Using the actual street

If you are holding an event outside in your street you can mark out possible changes to the street using chalk, straw bales and/or household objects (such as potted plants). Someone will then need to draw simple diagrams of these ideas.

Comment box and notice board

These are useful for giving ideas and comments and for displaying information.