

Planning your NHW event

What should I consider?

There are a number of considerations to take into account prior to planning an event. Clarifying the **who, what, when, where, why, and how** of your event will increase the likelihood of having a successful, well-planned event.

Be clear as to the purpose of the event.

- What are the outcomes you are trying to achieve?

Know who your intended audience is and determine a realistic expectation of event attendance.

Identify potential locations where the event could be held, including contingency plans for bad weather.

Determine possible dates and times for your event.

- Consider the impact of other popular events that may compete with your plans to attract maximum participation.

Determine the amount of available funds and the amount you are willing to spend.

Seek advice from your local council to identify any regulations that need to be complied with. i.e. Food handling regulations; permits for use of parks etc.

Apply for, and be sure to receive, confirmation that the venue you want is available for your use.

Advertise your event in advance. Two months is considered a minimum lead up time.

Circulate information about your activities or ideas throughout your neighbourhood – letterbox drops, door knocks, community notice boards and newsletters, etc

Notify the NHW State Office so they can include your event on the NHW Calendar of Events as well as on the NHW WAonline website. The State Office can also clarify any risk issues or public liability insurance issues.

Consider safety risks and precautions, particularly if you are holding a street party or if there are waterways nearby and small children will be attending.

Have some activities to keep the kids occupied. This will give the adults a chance to chat.

Consider a basic invitation with purpose, date, time, contact details and what to bring is a good way of starting the connections. Consider an RSVP so you know how many you are catering for.

Be aware that not everyone will think it's a good idea. Don't let this hinder your efforts and dampen your enthusiasm.

Also see the [NHW Event Checklist](#)

If you have any further questions contact the NHW State Office.