

Event Planning Tips

Here are some tips to bear in mind when planning your National Heritage Week event:

- Check out insurance requirements and ensure that you have adequate insurance cover for your event.
- Ensure that your venue is as accessible as it can be for all. Make sure that any areas which may be an issue for people with mobility difficulties are clearly highlighted.
- Use maps as much as possible in all publicity so that you make it easy for people unfamiliar with your area to find your event.
- Any interactive material, displays or activities that you can include in your event will really help to engage your audience.
- Recruit volunteers and make sure that you have all the help you need. Make sure that everyone working with you on the day has been well briefed about how the day will run and what the running schedule is.
- Ensure that, however small your event, you have a First Aid plan in place and that everyone working on the event is familiar with it.
- Keep track of visitor numbers – give out entrance tickets as a simple way to keep track.
- Ask your audience to fill out our feedback surveys as a way of gathering useful information on how things might be better next year. And make sure you have enough pens and clipboards!