Events checklist

Before you get scared, this isn't all the coordinator's responsibility to do! Feel free to share roles within the team for that session.

Creating and preparing for the event

- ❏ **Agree with the coordinator** (XrOxfordTraining@gmail.com) whether training session is needed
- ❏ **Get trainer availability** on the date you want through Doodle poll the trainers google group
- ❏ **Select date and time**
- ❏ **Book venue**: Try to mix it up so that different areas of Oxford get coverage. Bear accessibility in mind (wheelchair access, induction loop…) and make a note of access info so you can include it in the event details. Check against the budget that we can afford the costs - obviously try to keep costs down.
- ❏ **Create Eventbrite.** Set a reasonable number of tickets depending on the number of facilitators and type of training. A few people will always not show up. Include venue accessibility info. Tickets are free but you might want to mention in the description that donations may be taken!
- ❏ **Send Eventbrite URL to Comms team** through this form, to publicise on the website and Facebook. They will create web/FB events without full address details (just Oxford, Abingdon, etc.), and direct everyone to the Eventbrite page for the full address.
- ❏ If you can, share the Facebook event to different Facebook groups to widen the reach - many people already subscribed to our current channels will have come to the Intro to XR talk already, so we need to reach others. Ideas are: Oxford Community, Daily Info
- ❏ **Check in on the Facebook event** from time to time in case there are any questions
- ❏ **Check in on on Eventbrite the numbers registered** and whether you need to raise or lower the number of trainers or publicise further if numbers are low
- ❏ Let the trainers who are attending know what time they should arrive to be briefed beforehand
- ❏ **Share the session plan with co-facilitators -** emphasise that it's not a 'script' to be read from, but if they can it's good to familiarise themselves
- ❏ (If have time) **Email all attendees through Eventbrite** with any preparation or interesting resources that might be useful before the meeting e.g. Heading for Extinction Talk
- ❏ Check you have enough materials (for the Training group this can be found in the training 'suitcase') - see kit list below. Top up as needed - extra arts materials like badges and flags can be requested from the Arts group: XrOxfordArts@gmail.com

Running the event

Potential kit list:

- ❏ Labels and pens for people to write name badges
- ❏ Printouts of the session plan for each trainer

- ❏ Printouts of any handouts
- ❏ Email signup sheets
- ❏ Pot to collect donations
- ❏ XR flags to put outside venue
- ❏ Signs to say XR Event here/this way
- ❏ List of people you're expecting to come (print this from Eventbrite or use on phone)
- ❏ A copy of our youth policy
- ❏ Badges and flags for people to take in exchange for donations (remember that we cannot 'sell' the XR logo as it is only on loan to us - but people are welcome to donate for the session)

Setup:

- ❏ Name labels, pencils, pens plus instructions/example: please write your name and pronoun (eg Ella, 'her')
- ❏ Direction/welcome signs outside
- ❏ Donations pot

Trainer briefing:

- ❏ Welcome and inclusion are one of the most important things
- ❏ Draw people in to the group discussions and encourage various voices e.g. not just the loud ones
- ❏ Badges: name, pronoun
- ❏ Project your voice and speak out to the back of the room
- ❏ Appoint a time-keeper if needed
- ❏ Don't get bogged down in difficult questions and feel free to admit your own lack of knowledge in some areas - we are not experts and we are only human! Better to admit ignorance than blag a question and get it wrong

Time keeping:

- ❏ For small-group activity, circles/tables of 6-8 people works better than a few larger circles, even if that means you don't have a trainer in each circle. It means people get more time to speak, and that you get round the circle faster.
- ❏ At the start, explain how you'll be closing discussion time (hand up for silence)
- ❏ During group discussion time, it helps a lot to go round and let people know when they've got 5 mins (or 4 or 3) mins left.

At end of session:

- ❏ **Check in with co-trainers.** Do a quick whip-round of trainers to check in on how they're feeling, and to each say what one another did well.
- ❏ **Get feedback on training plan.** Co-trainers to feed in what worked, what could be done better

Post-event

- ❏ *(If possible)* Send a follow-up email to all who signed up for them, to say thank you for coming and provide any materials if relevant
- ❏ Send signup sheets (typed up if possible, scans if not) to XrOxfordComms@gmail.com

- ❏ **Modify training plan based on co-trainer feedback.** Or leave comments on the latest document for the next co-ordinator to see.
- ❏ **Don’t forget to delete the data!** Once contact details are no longer needed