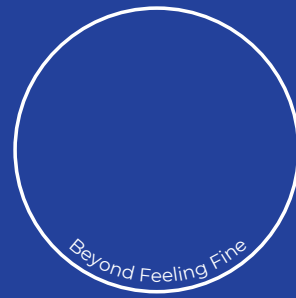
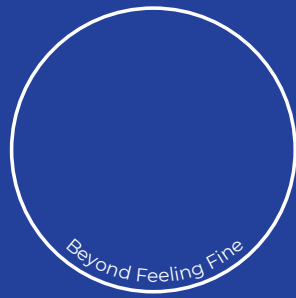


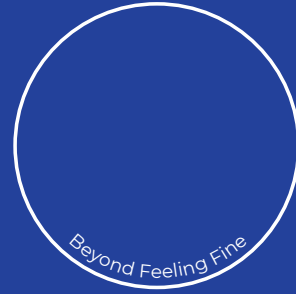
LOCATION

- Indoor/outdoor?
- Do you need to rent it?
- Do you permission from public authority?
- Is it accessible for everyone?



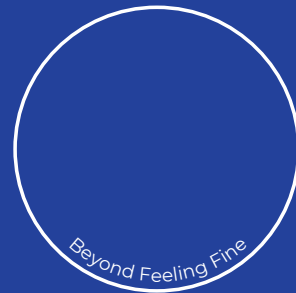
TARGET GROUP

- Who is the event for?
- What is their age?
- What are their needs?
- Do we all speak the same language?



PURPOSE

- Why are you organizing this event?
- Is it suppose to make the participants relax, connect, learn?
- What is the impact?



ACTIVITIES

- Is it just one activity or several small stations?
- Does it have a set beginning and end or do people come and go at any moment?
- Do you need an exact number of people for this activity and what if less/more will come?



TEAM

- How many are you to organize the event?
- Are the roles clear?
- Who is the facilitator, organizer, support?



BUDGET

- Do you need to pay for the space, materials, food?
- Can you get any fundings (city, European solidarity corps fund, private companies,..)



MATERIALS

- Do you need any tools, (printed) materials, equipment?
- How do you create the atmosphere?



PROMOTION

- How will you invite people?
- Which platforms (online or offline) will you use?
- How will you make your event sound worth to visit?



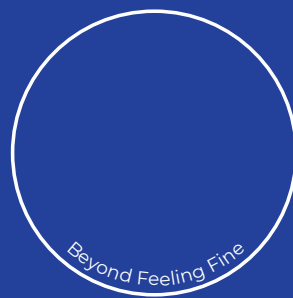
REGISTRATION

- Will people need to sign up and how?
- Are there limited spots?
- Will you send a confirmation letter?



SAFETY

- Do you have an emergency plan?
- What are the possible risks?
- Do you have a first aid kit?



INCLUSION

- Is the event accessible for everyone?
- How do you create safe space?
- What barriers might stop people from joining?
- What can you adapt to include more people?



TIMING

- Is there an official beginning?
- Are there breaks included (also for the team)?
- What is the schedule (including preparation and final wrap up)?



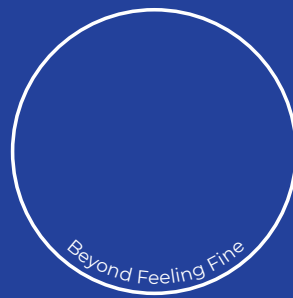
PARTNERSHIPS

- Do you cooperate with other NGO's or local authorities?
- Is there a way to share resources?
- Is there an event similar to your idea that you can be part of?



EVALUATION

- How will you measure success?
- Will you gather feedback from participants and how?
- How will you evaluate within the team (including regular check-ups)?



FOLLOW-UP

- What happens after the event?
- How will you share the results?
- Are you planning to keep the community active?

