

Note: These documents are posted separately on the ICA-USA website:

- a) Announcement Flyer – Host an Event to be one of the 50 Events
- b) [Guidelines for Offering Healthy Foods At Meetings, Seminars, and Catered Events](#)
- c) Book Chart by Karen Snyder – *Blessed Unrest* by Paul Hawken

Additional items that will be added to the website when completed:

- a) Information about the Art Form Project – what, how, and where to mail samples from your meeting event
- b) Suggested resources for Events – books, videos, curricula – a wide variety of materials that may spark an idea for hosting a local Event
- c) Information about how to obtain a 50th Anniversary DVD from ICA in Chicago to show/share at your Event
- d) Reporting about Events

Tips and Hints for Event Hosts: Organizing a Successful Event

The 50 Events for celebrating the 50th anniversary of EI/ICA will vary a lot from place to place—some will be small—others large; some will be informal—others much more formal; some will include people who already know ICA—others will be inviting and including people we want to invite to know more about ICA; some events will be more reminiscing—other will be more futuristic. And there will be everything in-between.

We hope the events will spark important conversations about the future of our planet and our work together. And offer a toast to the past successes and a salute to what’s ahead!

We’ve posted our ideas into two columns—one that addresses small events—like something hosted in a family’s home, and another column that focuses on larger-scale events—like something planned community wide and involving multiple sponsors. Feel free to pick and choose items from either list that help you with remembering planning details.

	Small Events	Large Events
Planning and Overall Coordination	Planning a successful event requires planning and coordination and includes activity: <ul style="list-style-type: none"> a) Before the event; b) During the event; and c) Following-up after the event. 	
	Organizers will want to think through the Who, What, Where, When, and How of holding the event. Create/state/write out the Rational Aim(s) for the Event you are planning; And also create/state/write out the Experiential Aim(s).	
	If you’re planning a small house-party event, you’ll not need so many items from the listing below; if you’re planning a community-wide event, you’ll want to consider much more of the hints and tips below.	
	<ul style="list-style-type: none"> • Consider partnering with a friend or colleague to host an event in your home. (More hands make the work lighter.) • Depending on what you plan, 	<ul style="list-style-type: none"> • Good team members with different skills are a necessity. They can help with everything from preparing schedules and budgets, to making agendas and invitations. They can help you get things done.

	<p>you can ask for help from others—some people will be glad to be asked to bring refreshments; others might like to make reminder or invitation phone calls; if you're hosting a lot of folks in a residential neighborhood, you might even get a volunteer/friend/colleague who will help you direct guests to parking. Friends could help you decorate or serve refreshments. Another group of folks might have the "connections" you want/need—people you want to come to your event. Some people may offer you money to help pay for expenses rather than bring food or provide "labor" for the event. Say "yes" and get people involved and committed to attend your event.</p> <ul style="list-style-type: none"> • Think through costs and prepare a budget. All possible expenses, incomes, sponsors, and contingent expenses should be included. All events are to be self-supporting. 	<ul style="list-style-type: none"> • Make sure to gather volunteers. If they have good connections, the job of finding participants is easier. • Think through costs and prepare a budget. All possible expenses, incomes, sponsors, and contingent expenses should be included. All events are to be self-supporting. • Prepare a draft invitation. The draft should include the tentative date, time, venue (place), guest presenter(s), name of the event, and a theme or tag line for the event • Prepare a draft schedule of the programs in the event. • Prepare a time line (with deadlines) for each activity. • Make sure to keep team members 'up to speed' with your plans. Collaboration makes the job easier.
	Small Events	Large Events
<p>Start the Action</p>	<ul style="list-style-type: none"> • Fix the date, venue, guest presenter(s), name of the event - Check conflicts with holidays and religious days • Set start and stop time – so that can be communicated in invitations • Send your event information to ICA for posting to the 50 Events web page – twray@ica-usa.org • If people are sharing the costs, communicate and accept early donations/payment (with details written down on who paid how much on what dates) • Identify co-hosts if desired • Create lists of what you plan to do and note dates by which items should be completed 	<ul style="list-style-type: none"> • Fix the date, venue, guest presenter(s), name of the event and tag line, and venue & guest speaker costs • Send your event information to ICA for posting to the 50 Events web page – twray@ica-usa.org • Get approval for your budget (expenditures), schedule, and etc. from team members • Collect sponsors or co-hosts as necessary • Meet with team members and volunteers to brainstorm any problems that might arise. This is also the perfect time to create an action plan. • Delegate work to different people and let an experienced person coordinate all activities • Plan transportation and travel arrangements for participants and organizers. Prepare an itinerary for all "away" participants. Make a written schedule and include directions along with contact information to the venue • Caterers – or who will do food and/or refreshments? Is food necessary? Consider healthy choices. This is also a good time to prepare for special accommodation such as for those who are physically challenged, nursing mothers, prayer rooms, etc.

	<ul style="list-style-type: none"> • Work out a menu for refreshments if desired. Consider healthy choices • Determine who you will invite • Decide how you will do invitations – written, email, phone, social media like FaceBook – Do you need RSVPs? • Order resources/DVD, Art Form materials from ICA-USA website • Is your location accessible/handicap friendly? Can adjustments be made, if necessary? • Plan for photos/videos – forms of meeting documentation (you’re creating part of the next 50 years of history in holding your event!) 	<ul style="list-style-type: none"> • Venue arrangements -- Chairs, tables, backdrops, microphones, speakers, computers, LCD projectors, podiums, name board of VIP guests, to be set up at the venue. Consider visiting the venue with your team members, look around the place including parking, toilets, green rooms, contact person, arrangements, various entrances and exits. Look for nearby places where you can take photocopy, make phone calls, buy any things in case of emergency • Are table coverings supplied by venue? • Air conditioning? Heating? Lighting? Fans? – Any special equipment needed? Picnic tables? Grills? Tents? • Prepare and send out invitations • Order resources/DVD, Art Form materials from ICA-USA website • Plan the decorations – set-up and cleanup • Make/decide/negotiate parking arrangements • Media – Make arrangements for photos, videos etc. • Market the event. Prepare brochure, release advertisement, inform the media, send mailings, make phone calls, send messages to e-groups, and visit potential participants or sponsors • Use Social Media for marketing (Twitter, FaceBook, etc.); Make sure to update any websites connected to the event. • Prepare a list (or in your mobile phone) with all relevant mobile, phone numbers, email ids of team members. Also, make a similar contact list for VIP, and vendors (goods and services) • Is any special “security” needed for Event? • Are any special “permits” needed for Event? (Demonstrations, Parades, etc.) • Work out Reservation process
	Small Events	Large Events
Things To Be Done 24-36 Hours Before the Event	<ul style="list-style-type: none"> • Check details with co-host(s) if appropriate • Prepare space – enough chairs? Parking areas clear? • Collect items you need to borrow – chairs, card tables, coffee maker, etc. • Get out serving supplies & equipment • Decorate, as needed 	<ul style="list-style-type: none"> • Create list of expected guests (may be those who responded with RSVP) • Remind VIPs about the events • Check whether all activities are going on schedule • Re-check venue arrangements • Confirm the traveling schedule of VIP guests • Go to the venue and check whether all things are ready. • Collect enough money/cash for the event expenses from sponsors/collaborators • Check whether participant’s kit is ready; this kit might include a bottle of water, snack bar, notepaper, pen, brochure and any information they may need

	<ul style="list-style-type: none"> • Confirm with caterer, if used – or get necessary refreshments purchased and food prepared • Check that you know how to operate DVD equipment/computer, if using ICA prepared DVD 	<ul style="list-style-type: none"> • Prepare minute-to-minute agenda for important programs • Make a checklist of the things to be taken to the venue
	Small Events	Large Events
On the Day of the Event	<ul style="list-style-type: none"> • Make sign at event – or post a balloon if needed for “marker” to the Event location • Possibly light candles – put on music • Greet guests • Handle the art form project sharing items/activities • Mingle – introducing people and holding conversations • Listen for feedback from guests • Clean the venue – return items as necessary 	<ul style="list-style-type: none"> • Arrive early to the venue with your team members and volunteers. Check that all electronic equipment is working properly • Make sure the organizers are wearing a distinct badge or some other noticeable item so they are identified for participants to find if help is needed • Put Welcome Banners and signage in front of the building/venue/location • Make a beautiful reception and registration counter • Inform the sponsors on where to put their materials, having made allocation of space earlier • Have the dais, microphones, and speakers ready; put on music for an informal event • Make sure the host speaker has the schedule and resume of VIPs ready. He/She should be well prepared. Make sure the host/anchor/Master of Ceremony is aware of the purpose of the program as well as the people who are organizing it • Make sure everyone knows the time plan (agenda for the event) • Welcome the participants and presenters. If a large event, you may want to assign separate people to guests, to media, and others to welcome participants • Handle the art form project sharing items/activities • Give directions to those who need them. • Take photos and/or videos of all-important things especially sponsors’ banners, your banner, entrance, receptions etc. • Ensure all resources (food, water etc.) are sufficient, otherwise work out your contingency plan • Thank the delegates after the event • Take the feedback from participants • Clean up the venue; remove the banners, tables, etc.
	Small Events	Large Events
The Art	<ul style="list-style-type: none"> • (Insert later – when details for 	<ul style="list-style-type: none"> • (Insert later – when details for how to conduct

Project (Sharing)	how to conduct this are known)	this are known)
	Small Events	Large Events
After the Event	<ul style="list-style-type: none"> • Art form material mailed to Chicago ICA office/headquarters • After the Event report to ICA or 50 Events Team and post photos and videos • Thank you notes/calls/email to appropriate persons (co-host(s), guests, persons who loaned items) 	<ul style="list-style-type: none"> • Art form material mailed to Chicago ICA office/headquarters • After the Event report to ICA or 50 Events Team and post photos and videos • Thank the all team members, especially sponsors and volunteers • Finalize and settle the accounts – deliver receipts to sponsors and others as appropriate • Have a Thanks Giving party for those who helped • Distribute any souvenirs or other publications to relevant people • Distribute the photos to those who require it (after developing the photos) and post the photos in your event website • Evaluate the feedback forms (or feedback from your website) • Have a post-review meeting to perform better next time
Working Successfully as a Team	<ul style="list-style-type: none"> • Do not criticize anyone, unless you have a suggestion or solution • Do not sub-delegate the work and responsibilities given to you • Be punctual in all your work. If you are late, give prompt proper info to the person you report to • Smile a lot. Have courtesy for everyone, in and outside your team. Keep a positive attitude • When someone offers help (including money), respond immediately, and thank him or her sincerely • When there is a problem, do not blame others; nor put yourself to blame and create tension, but try to solve the problem • Do not panic/get tensed. A cool mind will produce better results • If you borrow anything, take responsibility to return it at agreed upon time • Planning is necessary. Planning ‘what to do’ (important things) is done in team meetings. Stick to it • But planning in smaller groups ‘how to do’, ‘how it should be done’ etc., is also equally important • Proper Implementation is critical for an idea; Plan to be successful till the very end • Be slow and steady. Do not make haste while communicating. It only wastes time • Be responsible for your work • Promptly report back voluntarily to the person, who had given you the task, whether the task is successful or not • Have expenditures approved before purchase; Deliver receipts to appropriate person (chairman/accountant) as soon as possible – Get receipts for all expenditures • Make an effort to circulate during the event – visit with as many people as possible • Take the initiative and walk around to see if you can spot jobs that can be done by you – then complete it • Stay cheerful and enjoy the interaction with participants 	