

EVENT HINTS & TIPS

1. Where do I start?

Passionate about enshrining recognition and equality in our Constitution but don't know where to start? Working with your local Aboriginal or Torres Strait Islander community to plan the event is a great way to make recognition a reality. Your local Aboriginal land council or health service may be able to suggest speakers and ideas. ANTaR's national office in Sydney can also help you with ideas and provide some materials. Make sure you register your event with us so we can spread the word.

2. Check that you have permission to hold an event

Unless you're inviting people to your home, you will probably need the permission of the people who run or own the space you are inviting people to. This might mean a quick email or chat with your boss or the people who run your community centre, university, school, TAFE or town hall or it could mean filling out paperwork with your local council so you are covered by their insurance and comply with their rules. Don't forget to research how much time this step will take before setting a date.

3. Invite speakers and the media

If you are planning a large public event, it might be useful to have speakers who can use their particular experience or expertise to explain the issue and attract a larger audience. Think about inviting some prominent Aboriginal or Torres Strait Islander leaders from your local community. Other suggestions include local politicians, councillors, community leaders, youth leaders, religious leaders or other respected local figures.

You will need to tell speakers who your audience is (e.g. university students, faith group, soccer team, workers from a particular company, retirees, etc.) how long to speak for and the format for the event. Be sure to leave adequate time for discussion and debate. It may be useful to contact your local media outlets (local newspapers, TV and radio stations) to build the profile of our historic campaign. You may want to contact other like-minded organisations in your community (like your local Reconciliation Group) to see if they will endorse your event and encourage their members to attend. You may also want to record the event and make a podcast or YouTube video. You will need to announce that to your audience at the start.

4. Set a time, a date and a venue

All of us lead busy lives so it's important that you give people plenty of notice so that they can make the time to attend your important event. With that in mind, set a time and date at least a few months into the future. Big public events often require longer to arrange because of the amount of time you need to spend informing people about your event and encouraging them to attend.

Remember that the time and day of the week are important. Evenings are often better for full-time workers. Weekends in the day time are more suitable for families and the middle of the week is when university and TAFE students are more likely to be on campus. Events can also vary in size. You may want to just have people over for a discussion around the kitchen table. Every conversation counts. Don't forget to let us know (at antar@antar.org.au) that your event is happening so we can promote it and help you gather the materials you need.

5. Invite your friends, family, colleagues and community

Every time you invite someone, you have an opportunity to start a conversation on Constitutional reform and inform people about this issue so remember to give people the ANTaR Factsheet and Q&A when you invite them.

You might just want to approach people you know – at work, on campus or in your neighbourhood. However, if you want people from across the community to attend, think about handing out flyers at your local train or bus station, shopping centres, schools, TAFE and universities. If you decide to do this, don't forget to stay in public spaces or ask permission before promoting your event on private premises. If you have a social media profile, you should also consider promoting your event there.

6. Remind your community

Keeping your event in the public eye will not only maximise attendance, it will also make people think about the importance of Constitutional reform and increase awareness of our national campaign. For smaller events, it might be a good idea to call or message everyone who said they would attend to remind them the week before the event. You can email, distribute flyers and contact friends on social media to remind them about your event.

7. Have a clear idea of how your event will run.

Make sure you turn up at least an hour beforehand to make sure the venue is available and suitably organised and write a running sheet for how the event will run. When you are writing your running sheet think about the following questions:

- Have you invited the Traditional Owners to welcome you to their country or included an acknowledgment of country at the beginning of the event?
- Have you got a sign-up sheet (available on the [ANTaR website](#)) to collect peoples contact details and offer to keep them up to date with the campaign?
- Have you put the address, public transport options and the event time on the flyer? Is there adequate parking or public transport?
- Are there enough signs to direct people to the venue?
- Are there chairs for less mobile attendees?
- Do you have cups of tea or snacks for attendees or speakers?
- How will you welcome people to the event?
- Is there adequate parking or public transport?
- Will you have time for questions and answers?
- Are people sitting or standing? Are there chairs for less mobile attendees?
- Are you providing food and beverages (and do you have permission for this from the venue owners)?
- Are there enough flyers/ posters/ information for everyone?
- Will people break off into small group discussions or will the discussion be in one large group?
- Do you have something for attendees to take away from the event or do after the leave? It is important to give people an action to do.
- Are you having a follow-up event which you can promote?