

WHAT? (types of event do you want to run)

- Work party
- Guided walk
- Open meeting
- Public enquiry meeting
- Practical conservation work day e.g. hedgelaying, glade maintenance, woodland management
- Training workshops/ courses e.g. dry stone walling
- Open day event
- Open event 'Hidden Wealth'
- Open event 'Family Fun'
- Tree planting event
- Outreach or community meeting
- Committee meeting/ members meeting
- Nature/wildlife walk
- 'Walk in the Woods'
- Moth watch
- Dawn chorus
- Pond dipping
- Recruitment event
- Road show of 'have a go' taster activities
- Bug hunt
- Slide show/ illustrated talk
- Plant gall field day
- Conservation holiday
- Outdoor film night

WHO? (might they be aimed at)

- General public
- Allotment holders
- Local community
- Partner organisations
- Schools/ school children
- Local volunteers
- Wider community
- Community leaders
- Group members
- Uninformed, less active, new users
- Specific interest group(s) e.g. British Plant Gall Society members
- Local rambling club
- Older people
- Pond wardens
- Children/ families
- Community groups
- Young people (16-24)

WHERE? (might you hold them)

- Wildlife site
- Local allotments
- Local nature reserve
- Woods
- Pond
- Heritage visitor site
- Community centre/village hall/ church hall
- Within the Moss Valley catchment area
- Private farmland
- Local countryside
- Footpaths
- Public open spaces e.g. parks
- Pub
- Derby University

- Museum
- Hydroelectric mill with indoor classroom, outdoor area and river.
- Peak District
- Schools
- City centre locations (for off site promotion)
- Anywhere!

WHY? (do you want to hold it – your aims and objectives)

a) 'Walk in the Woods'/ wood in Derby/ general public

AIMS

- To get people involved in the outdoors
- To increase people's understanding of the importance of woodlands
- To breakdown perceived barriers in accessing the outdoors

OBJECTIVES

- To recruit at least one new member per walk
- For everybody to leave knowing something they didn't know beforehand
- To empower people and give them the confidence to go for a walk by themselves
- For everybody to be safe and no-one to get lost!

b) Indoor talk (How to build an otter holt)/ pub/ local wildlife group

AIM

- For the group to explore the feasibility of attracting otters to the local area

OBJECTIVES

- Learn about river management for otters
- Learn about riverside management and otter holts
- Knowledge of resources required for works and current capacity

c) Family fun event/ wildlife site/ local community

AIM

- To get more people involved and aware of the wildlife site

OBJECTIVES

- Learn some of the important species (trees, insects, etc.)
- Learn why the site is important (including history)
- Raise awareness of how they can get involved in future e.g. volunteer activities
- Bring the local community together
- Run some activities attractive to children
- Get a contact list together for future events

d) Pond dipping session/ local nature reserve/ local primary school children

AIM

- To raise the profile of the local nature reserve amongst the local community through the schools

OBJECTIVES

- For children to identify some of the wildlife species present
- For them to value the pond as a special habitat
- For them to understand a bit about how it can be maintained
- To provide suggestions for other wildlife conservation activities that children can get involved in locally/ at home e.g. making their own pond/ joining a Watch group

e) Celebration event/ Chaddesden Wood/ local people

AIM

- To get as many local people as possible to attend
- To get local people to appreciate the hard work and achievements of the group

OBJECTIVES

- To get more people to join the group
- For local people to understand the importance of the woodland
- For local people to understand the need for woodland management

f) Outdoor film night/ public park/ general public

AIM

- For local residents to find out more about recent improvements to the park

OBJECTIVES

- To know where the park is

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- To know about the new play area, nature area and skate park (phase 1)
- To get more people involved/ volunteering (help with next phase of work planned)

WHEN (might you hold them)

a) Family fun event/ wildlife site/ local community

- Summer holidays, half term or weekend
- Full day with different drop in sessions
- In spring/summer

b) Outdoor film night/ public park/ general public

- Early or late summer
- School holidays or weekend evening
- 7.30 or 8pm start (just as it has got dark)
- Finish by 10pm
- People arriving from 6.30pm

HOW? (will you run the event/ what will it involve)

a) Family fun event/ wildlife site/ local community

- River/pond dipping
- Bug hunt
- Craft activities – with natural materials
- Self-led treasure hunt
- Story telling
- Face painting
- Willow weaving
- Wildlife quiz
- Bird watching
- Catering/refreshments
- Toilets
- Marshalling
- Car parking
- Publicity
- Insurance
- Licences
- First aid
- Emergency plan
- Risk assessment
- Funding for it!

b) Outdoor film night/ public park/ general public

- Choose film!
- Permissions/licences (local council)
- Parking
- Public transport links
- Directions/ signing
- Site security/ entrances and exits/ maximum numbers
- Film equipment
- Toilets
- Publicity
- Ticket sales
- Seating
- Covered areas
- Protective matting
- Health & safety/ risk assessment/ first aid
- Insurance
- Funding
- Site clearance (litter picking, etc.)
- Catering
- Stewarding
- Funding!

EVENT PLAN

a) Family fun event/ wildlife site/ local community

6 months + before	4-6 months before	2-3 months before	1 month before	2 weeks before	1 week before	Day before	On the day	Day after	Week or 2 after
Permissions/ licences									
Permission from landowner			Temporary Events Notice			Pray for good weather!			
Public liability insurance									
Site management									
Book portaloos		Recruit stewards		Train stewards		Pre-event site maintenance		Post event site maintenance	
Book first aiders		Plan and agree site layout		Lost child procedures					
Book caterers		Adverse weather plan/crisis management							
PA system		Plan car parking/ vehicle movements							
Power/ generators		Risk assessment		Site infrastructure put in place					
Publicity									
Check media publishing deadlines			Put up posters		Detailed press release		Tell everyone how good it was!		
General awareness press release			Fliers in local free paper		Invite press/photographers along				
Attend events/ give out fliers									
More specific press release									

b) Outdoor film night/ public park/ general public

6 months + before	4-6 months before	2-3 months before	1 month before	2 weeks before	1 week before	Day before	On the day	Day after	Week or 2 after
Permissions/ licences									
Landowner permission		Insurance	Check licences for caterers						
Local authority event licences			Check all paperwork in place						
Police/ highways permissions									
Licence to show film									
Permissions for signage									
Site management									
Risk assessment		Organise contingency parking				Re-check risk assessment			
Hire film equipment		Secure/ train stewards				Signs up			
Hire matting/covers		Get signs made				Site marked out			
Hire seating						Toilets in place			
Hire extra toilets						Seating/ matting/ covers in place			
Book caterers/ First Aid		Show film!							
Publicity									
Information on website(s)		Facebook page		Radio interview		Photography		Editorial review in paper	
		Fliers made & distributed		Twitter		Twitter			
		Posters put up		Press release out		Twitter			
		Twitter							