**Session 1**

Tasks leading up to the event:

**2 weeks before:**

* + Create invitations, print etc.
  + Send out invitations to service users
  + Other marketing – via colleagues, partners, networks
  + Invite any volunteer involving organisations to session 2 or 3
  + Calls to potential attendees
  + Decide on session activities / micro volunteering tasks

**A week before:**

* + Put together attendees list
  + Print all docs – feedback forms, attendance list, taxis lists, photo consents, ice breaker questions, etc.
  + Print poster size version of invitations
  + Let venue know numbers attending the session

**2 days before:**

* + Buy supplies
  + Collect all materials together ready to take
  + Confirmation call for all attending in taxis
  + Check have all supplies, everything printed
  + Write out name labels for confirmed attendees

**On the day:**

* + Arrive early, set up
  + Photo consent posters on walls and check in
  + Take photos

**A day after/or afternoon of the event:**

* + Thank venue – see if they have any feedback
  + Go through feedback from attendees
  + Remind the attendees to come to the next session

**Supplies to take to Session 1**

* + Pens
  + Post-it notes
  + Prize for feedback draw
  + Fruit, biscuits etc.
  + Booked attendees list – to tick-off, on the day
  + Feedback forms
  + Taxi info list
  + Labels for attendees to wear
  + A3 session posters
  + A-board to place outside, so they know where going – decorate A Board
  + Directions arrows for sessions
  + Blue tack
  + Sellotape
  + Marker pens
  + Invites to next sessions
  + Local activities / info leaflets
  + Icebreaker questions

**Possible volunteering tasks**

* + Meet + greet
  + Run an activity in session 2 (share your hobby)
  + Music
  + Help set up the room
  + Take photos
  + Help clear up

**Suggested Timeline**

| Timing (e.g.) | Activity |
| --- | --- |
| **9.30am** | Arrive to **set up** |
| **9.30am-10.15am** | **Place on tables supplies for chosen activities**, icebreaker questions, local info leaflets, invite to session 2, fruit + refreshments, paper, pens etc. |
| **10.15am  (official start = 10.30am)** | **Delegates arrive**, some bound to come early   * + Meet, greet, sign in, write name badges   + Ask if attending next week   + Offer tea, coffee, chatting   + Conversation starters on the tables |
| **10.30-10.50am** | **Arrive**, get drinks & settle |
| **10.50am** | **Introduction** (5 - 10 mins)   * + Health & Safety announcement - fire, toilets, first aid   + What will happen today and next two sessions   + Introduce your session theme (e.g. Christmas, Wellbeing, etc.)   + Explain activities |
| **11.00-11.30am** | **Chat about**  Icebreakers questions (e.g.)   * + Ask about hobbies/interests/volunteering   + Social clubs and groups you attend   + What people do in the community   + Icebreakers   + Volunteering you’ve done previously and barriers etc. |
| **11.30am-12pm** | **Collect info**  Get feedback – remind about prize  Remind everyone about next week |
| **12pm** | Assist less able to **taxis** |
| **12-1pm** | **Clear up** |

**Suggested Introduction Spiel**

*Hello everyone,*

*Welcome to our social get together, thank you so much for coming today.*

*And hope you have all had a nice chat already?*

*We are <xxx> & <xxx>, from <insert organisation name>*

*There are some leaflets on your tables about our services*

*Please do help yourselves to tea & coffee or ask someone on your table.*

*Quick health & safety announcement –*

* + *No fire drill planned*
  + *If the fire alarm goes off, it’s the real thing!*
  + *use all available doors + meet at <xxx>*
  + *First aiders? Loos?*
  + *If you leave early, no probs, but can you let one of us know so we can sign you out*

*The session is a way of promoting your wellbeing and happiness. Some other ways for us all to live happier lives include:*

* + *Socialising more*
  + *Learning something new*
  + *Doing things for others and*
  + *Taking care of our minds & bodies*

*So with all this in mind, you may have noticed on your tables some questions – to get chats started:*

*and we would find it very useful to find out about*

* + *the groups and activities you are all involved in locally*
  + *and to find out about any volunteering you do or your friends are involved in (e.g. helping at church events – e.g. washing up, or doing some shopping for a friend or neighbour who finds it hard to get to the shops…*
  + *So please share the volunteering you & your friends do on the post it notes on the tables – as we are gathering info about local age friendly volunteering opportunities to share*
  + *What activities would you like to take part in at the next two sessions? Do you have skills you could share?*

*We have a couple of possible activities for next week (which also happen to be volunteering activities) but we would love to hear your ideas too. We are weaving in some volunteering to these sessions – as volunteering can be a way of boosting your wellbeing.*

*Add in activities you are considering, e.g.*

***Post pals*** *– a lovely charity which encourages people to make & write cards and letters to children who undergoing serious hospital treatment. Receiving these cards and letters really brightens up the children’s days. We have information about 5 children who you can volunteer to write to. We have cards you can decorate and paper and envelopes. We can post for you. You can also carry on with next week.*

*Also, if you know of* ***local volunteers*** *who you think would like to come along to session 3 to be thanked and recognised for their hard work volunteering – then please do let us know their names & who they volunteer for.*

*And most importantly please don’t feel any pressure to take part in any of these activities – its fine if you would just like to have a chat, tea, coffee and cake. Right, we will* ***stop talking now*** *and will let you get back to your conversations!*