**Session 3**

Tasks leading up to the event:

**After session 2:**

* + Take into consideration feedback from session 2
  + Calls to potential attendees
  + Invitations to your organisation’s volunteers (who you are going to thank at session 3)
  + Decide on session activities / micro volunteering tasks (after discussing with attendees at session 2)
  + Print poster size version of invitations
  + Let venue know numbers attending the session

**2 days before:**

* + Put together attendees list
  + Confirmation call for all attending in taxis
  + Print all docs – feedback forms, attendance list, taxis lists, photo consents, etc.
  + Buy supplies
  + Collect all materials together ready to take
  + 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 generally and of volunteer thank you

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

* + Thank venue – see if they have any feedback
  + Go through feedback from attendees
  + Review all sessions
  + Follow up with all those interested in volunteering as stated on feedback forms and from discussions
  + Share volunteer thank you on social media, organisation website, local press etc.

**Supplies to take to Session 3**

* + Pens
  + Post-it notes
  + All supplies needed for micro-volunteering tasks chosen
  + 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 session 3
  + Local activities / info leaflets
  + Icebreaker questions

**Possible volunteering tasks**

* + Meet + greet
  + Run an activity
  + Music
  + Help set up the room
  + Take photos
  + Read out local volunteering opportunities to others
  + 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 3, 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** | Micro-volunteering Activities  Volunteer Thank you and certificates |
| **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 final 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*

*We also want to talk to you about the activities we have for you today, which also happen to be small volunteering tasks:*

*Add in info on the activities you and the attendees from last week have chosen*

*Mention the volunteer thank you happening later – a chance to thank volunteers for their contributions and to learn a little more about what they do.*

*Any questions let us know….*

*Share any volunteering opportunities attendees gave you info about at session 2.*

*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.*

***Feedback*** *– prize draw at the end for completed forms*

*Anyone interested in volunteering, we will get in touch with some*

*Right, we will* ***stop talking now*** *and will let you get back to your conversations!*