

Running a World War I event

The centenary of World War I is an opportunity to work with local history groups, libraries and archives, and other faith groups. Events to learn about reactions and responses to World War I in your area, alongside the personal stories of your community, can be a way to talk about individual and corporate Quaker response to the war. If a former member of your meeting was a conscientious objector, worked in the Friends' Ambulance Unit or served in the army, you can prepare materials about them for members of your meeting to use when they go to events held by others. Perhaps you have materials in your archive that could personalise and localise the issues?

How to start planning an event

- **Take time.** Organising events always takes longer than you think, especially if you are working with other groups.
- **What is your objective?** Does this objective define your audience? Are you doing it for outreach, for peace purposes, for interfaith work? Perhaps hosting days of reflection with no overt message will in itself be a statement of purpose.
- Will the event be **chaired or clerked**? Clerking can be good outreach and can be used to explain the Quaker business method.
- Many good speakers' diaries fill very quickly – **book your speaker(s)** as soon as you can. Choose one person to liaise with your speaker(s). Be very clear about what they should achieve with their presentation if they are not a practised speaker.
- Think about **the venue**; how big is it? Do you need to limit tickets? Is the venue licensed to sell tickets on the door? Can the event be free?
- Where are you going to display **posters and leaflets**? What are the networks and email lists you can use? Be clear about access needs in publicity and try to ensure publications achieve RNIB Clear Print guidelines.
- **After the event** do you want to collect names and addresses in order to send on more materials or details of other events? Be clear why you are collecting personal data and always hold it securely.



Things to consider

- **Media interest** – if a journalist attends, who talks to them? Is it the speaker themselves or a representative of your group or meeting?
- If you have a contentious subject, how are you going to manage if members of the audience won't abide by Quaker process? Who will be your stewards to talk to them and maybe remove them from the event?
- Is the speaker happy to be recorded or videoed so that others can hear their talk? Are you recording the event yourselves, and have you agreed what you are doing with the recording?
- Can you display leaflets and posters about related Quaker work, available from the Quaker Centre?

The Quaker Life Outreach Team are always pleased to offer any direct support and guidance they can to Friends and meetings. Contact Andrew O'Hanlon at andrewo@quaker.org.uk or telephone 020 7663 1017.