

Event Planning 101



Getting started

- Breakdown of agenda
 - Lets Plan an Event
- Land Acknowledgement
- Accommodations?

So you want to plan an event. Let's plan an event!

- Why? Why's it important? Queer/LGBTQ+ folks have existed forever and have been getting together for just as long.
- Finding community is important!
- We haven't always had the opportunity and space to publicly get together so when we do its often a celebration
- Also its fun lmao
- Here's some important stuff to consider:

What event
do you want
to plan?

- It can look any way you want it to, based on what you want to do!
- Monthly get-together, Arts and crafts event, video(gay)mes tournament, Bi-weekly discussion group, Picnic in the park, weekly knitting circle or book club, movie night
- What sounds fun? Any new ideas of events you might want to run?
- Also if you already have your audience, you can also ask. What do folks wanna do? Or give a couple of options.

Place!

- Physical space? Getting together can be on campus or in school, in your local community centre. Plenty of spaces that'll let you host an event.
- Consider: how easy is it to get to, how are people getting there? Is it accessible?
- Online? You can also get together online! Host a dnd campaign, videochat, group message, start a discord server
- Pros and cons to each, weigh your options for what works best for you and choose

Time

- Pick a time that works best for people, if its students then some time that class isn't (obviously) and let everyone know ahead of time, give them enough time to plan accordingly to fit it into their schedules if they're working for example.
- If you choose to have a recurring event, consistency is key. If it doesn't work change it but its helpful if you folks just know, oh every 3rd Friday of the month we're getting together.

openings



- How do you want to open your event? How do you wanna do intros
- What I've found helpful is asking folks to introduce themselves, give their name pronoun and ask an ice-breaker question
- Asking people to give their names and pronouns helps avoid singling somebody out for example and helps establish the space as welcoming open space. Folks are also free to opt out, no need to out anyone if they don't want to.
- Ice breaker q's help folks get talking so examples of stuff I've asked is like what's your zodiac sign, if you were a weather system what would you be and why.

Tone



Minecraft_Miku!
@miku_minecraft

Vibe check *pulls you in for a hug
and lets you know how valid you
are*

- Light, fun or more serious.
- Or both. 🇳🇵
- Be mindful that while important, heavy topics can be harder to navigate
- Check in on people, have room to decompress after serious heavy talks

House rules

- Come up with some collectively, wont always need it but good to have
- Things people want to keep in mind as they're sharing the space, if you're gonn abe having discussions, things like don't interrupt each other and if you want things said in the room to stay in the room,
- let people produce rules they want folllowed and respected for the space
- Also helps for managing conflict, having a set of democratically agreed upon rules.
- Discussions can get heated and having rules to refer to helps. For example: what language folks want to use in the space.
- Call people in, if it's a learning space then don't shame somebody for not knowing something. Practice compassion but keep the thoughts and feelings of marginalized folks in the forefront.

House rules

- More about this later but who you'd want in the space.
- . The voices, opinions and experiences of marginalized people should be respected when they are speaking and making sure their contributions aren't overshadowed or dismissed.

Outreach/ Promo

- Advertise your event to who you want to come!
- Online's a great way to do this. Social media, facebook, ig, twitter, etc
- Flyers and posters also work as a time-honored method
- 2 weeks out to the event is usually good practice, gives folks enough time to plan to come but not too long that they'd forget. Send reminders, closer to the day/time and the day of

Funding

- So money is cool
- grants and funding are available widely, lots of foundations that like to support LGBTQ+ initiatives, or be willing to partner up
- Especially through school, ask administration if there's a way to secure funding for your event
- Selling tickets for your event
- Think about the specifics, food- can you get the event catered and where you'd send the invoice, printing costs for flyers and posters, transportation for folks to get to your event, materials if you're doing something like a craft event
- Events can also be super low cost, potlucks, discussion groups, meeting up in the park, boardgames, online meetups

Sustainability



- How long do you want it to run. A year? A few weeks?
- Passing on the torch, identifying and training leaders to take your spot if or when you can't

That's all
folks!



- Have fun with it! Planning an event can be super rewarding and fun. It's a great chance to meet and connect with people. Be sure to exercise self care. Don't feel like you have to do it all yourself! Ask for help if you need it and take breaks.