**EVENT PACK**

**CONTENTS**

1. Event outline template (To be completed and returned to the PPI team by 13th September 2019)
2. Event Ideas
3. Event Checklist
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5. Event poster (To be added)
6. Monitoring form (To be added)
7. Evaluation form (To be added)
8. GREAT Checklist (Service user / Carer and Staff)

**Event Template**

|  |  |
| --- | --- |
| Event Name |  |
| Date |  |
| Time |  |
| Location / Venue |  |
| Event Details  (Please keep to a minimum of 50 words) |  |
| How to get involved? |  |
| Contact Details |  |
| Attachment | If you wish, you may attach a picture / logo or image related to your event for the Involve Fest brochure (send as a separate jpeg attachment with your event outline). (We cannot guarantee these images will be utilised however we will do our best to include). |

Please return your completed form to: [engage@hscni.net](mailto:engage@hscni.net) by 5pm on 13th September 2019. Late submissions will not be accepted.

For more info, contact [bronach.mcmonagle@hscni.net](mailto:bronach.mcmonagle@hscni.net) or [marie-claire.peters@hscni.net](mailto:marie-claire.peters@hscni.net)

**Ideas** 

|  |  |
| --- | --- |
| Coffee Morning | Service Open Day |
| Team Building day (Staff / Service Users & Carers) | Human Library |
| Poster/Video Competition | Workshops and Focus groups |
| Community style Fêtes | Story Telling event |
| Debates | Showcase PPI through the medium of Art / Music |
| Appreciation events | Launch of PPI Materials / initiatives |
| Training / awareness raising sessions | Community Engagement |
| Mini-Documentary/Showcase | Social Media Blitz in your local area |
| Create a PPI Toolkit | Young People and PPI event / initiative |

**Events Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **RESPONSIBILITY** | **DATE TO BE COMPLETED** | **COMMENTS** |
| Appoint an Event Coordinator and Events Team |  |  |  |
| Decided on the theme and objectives of your event  e.g. target audience |  |  |  |
| Consider how to Engage Service Users and Carers in the planning of your event (See Guides for involvement at <http://engage.hscni.net/get-involved/involving-people/guides-to-personal-and-public-involvement/quality-improvement/> |  |  |  |
| Think about your budget/time/location |  |  |  |
| Consider the commitment of staff/volunteers |  |  |  |
| Book a venue |  |  |  |
| Prepare an Invite List |  |  |  |
| Set up a registration system for attendees |  |  |  |
| Organise your equipment |  |  |  |
| Organise your catering – remember to consider dietary requirements |  |  |  |
| Organise and print an event programme e.g. Book speakers/contributors |  |  |  |
| Promote your event e.g. Social media, print etc. |  |  |  |
| Prepare any literature/promotional materials/event signage |  |  |  |
| Logistics e.g. Ensure venue is fully accessible, audio/visual equipment in place, seating |  |  |  |
| Any additional housekeeping e.g. decorations |  |  |  |
| Prepare evaluation and monitoring forms to capture impact and outcomes. |  |  |  |

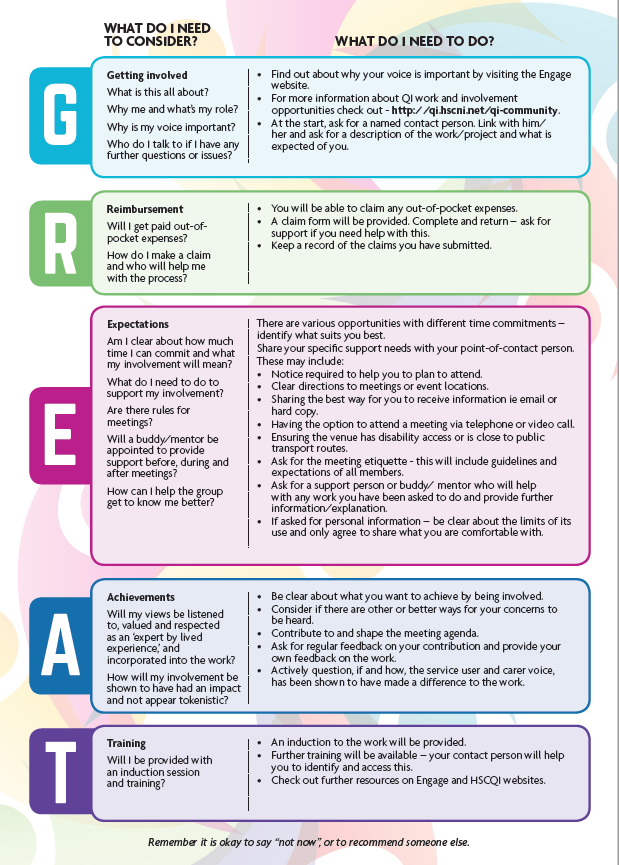
|  |
| --- |
| **Name of event:** |
| **Date and time:** |
| **Venue:** |

**Attendance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ORGANISATION** | **CONTACT DETAILS** | **SIGNATURE** |
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**GREAT CHECKLISTS – SERVICE USER / CARER**

<http://engage.hscni.net/wp-content/uploads/2018/10/020204-HSC-HSCQI-Great-Leaflets-Service-Users.pdf>



**GREAT CHECKLISTS – STAFF**

<http://engage.hscni.net/wp-content/uploads/2018/10/020204-HSC-HSCQI-Great-Leaflets-Staff.pdf>

