

ORGANIZING A YOUTH WEEK EVENT IN YOUR COMMUNITY

STEP ONE: COME UP WITH A GENERAL IDEA

- What's in your head ?
- What kind of ideas do you have ?
- Organize your thoughts and ideas (for many people it helps to write down your general idea(s) there is no set way of writing down your thoughts, just get them down!)

QUESTIONS TO ASK YOURSELF:

Are my ideas clear ?

What do I hope to achieve with the ideas I have ?

Where am I going to get support for this idea ?

STEP TWO: OUTREACH

- **Find other Interested People**
It is very possible to organize an event by yourself or with an already established group BUT the more people involved, the more ideas, resources and support you will have to make your event even stronger!
- **Hold a Meeting**
Set up a time and place to hold a meeting. Spaces for meetings include schools, libraries, community halls etc.
- **Who to Invite:**
 - friends and family
 - groups within your school
 - teachers
 - youth groups and youth serving within your community
 - local politicians, business owners
 - anyone who you think would bring something positive to Youth Week
- **How to get the word out about your meeting**
 - send out an invitation via word of mouth, email, telephone calls, posters (put up posters throughout schools, libraries, local youth hang outs, youth serving agencies) local community and/or school, radio and newspaper announcements
 - go to meetings of youth serving and/or friendly groups, and make a brief announcement about Youth Week and your interest in it and why it would be of interest to the particular group

STEP THREE : HOLD A MEETING

- BRAINSTORM with other interested parties around the type(s) of event(s) you want to organize for Youth Week
- Do other organizations have an interest of adding to your ideas and/or creating additional event(s) for Youth Week
- Ask the people who are interested in supporting a Youth Week project who is missing from the discussions who might have something positive to contribute to the Youth Week
- Plan and devise ways of approaching individuals, or groups if ones are missing

STEP FOUR : GOAL SETTING

What does your group hope to achieve based on many factors including

- available time commitment of the group
- realistic goals based on time and resources (i.e. space and location for event(s))

STEP FIVE : TIMELINE

Establish a timeline for different levels of the project from start until finish

STEP SIX : DIVIDE TASKS

Establish Who is going to be doing What!

STEP SEVEN : SCHEDULING

Create a schedule of meetings and a way for everyone to stay in contact with one another to ensure the development and completion of tasks

STEP EIGHT : FUNDING

- where is the funding going to come from ?
- what level of funding do you need ?

TIPS FOR KEEPING THE EVENT INTERESTING AND YOUTH-FOCUSED:

- approach youth through friends, groups organizations that have youth as members or associates
- when your event is up and ready to be advertised, get the word out to youth in your community by advertising at youth-centered places or local hang-out spots for young people.
- publicize in a manner that attracts the attention of youth especially
- offer special prizes (i.e.youth organising events in Brampton during Youth Week 2000, held a series of events and handed out a 'passport' that listed all the youth events and individuals who attended the events could get a special youth week stamp on their passport and at the end of the end of the week, youth who had a certain number of stamps were given prizes.
- make sure the people involved in the decision making are a youth majority
- HAVE FUN!!

REVIEW!

Step One: GENERAL IDEA

Step Two: OUTREACH

Step Three: HOLD A MEETING

Step Four: GOAL SETTING

Step Five: TIMELINE

Step Six: DIVIDE TASKS

Step Seven: SCHEDULING

Step Eight: FUNDING