

Time to say thank you



VOLUNTEERS' WEEK
time to say thank you

YOU MAKE THE DIFFERENCE



Northern Ireland Executive
www.northernireland.gov.uk

Supported by the Northern Ireland Executive through the Department for Communities.

Event Action Plan

Activity	Action	Person Responsible
Decide type of event, set date and time		
Prepare draft programme		
Risk Assessment & Insurance check		
Check your volunteer opportunities are on the Volunteer Now Website		
Order Volunteers' Week resources		
Seek sponsorship and decide budget		
Book venue and catering		
Contact and brief speakers/special guests and issue invitations		
Organise equipment		
Start Social Media Advertisement of the event(s)		
Issue press release inviting media and book local photographer		
Finalise numbers, organise registration/name badges		
The Big Day! Present Volunteers' Week certificates		



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Registered Office: Volunteer Now, 34 Shaftesbury Square Belfast BT2 7DB

Company Limited by Guarantee No. NI602399. Charity Registration No. NIC101309

Get Involved

www.volunteernow.co.uk Call 028 90 232020

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Post on social media pictures and content of the event(s)		
Send photos on website or display in organisation		
Issue a 'Thank You' via social media, internal newsletters etc giving a summary of the event(s)		
Evaluate: what worked well, what didn't?		

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