

Fact sheet 8 Running a Disabled members event

Planning is the key to your event here are some things to consider

Pick your topic or type of event and think about what you want to achieve – what is its purpose?

Is it a get together- social, learning, or fact-finding event?

- Think about costs – how much is it likely to cost – is there a venue in mind? Will there be refreshments? Is there a postage cost to let members know or can you email invites? Do you need posters? Leaflets? Tickets? Merchandise, pens? Accessibility costs? (hearing loop/British Sign language interpreter)
- You may be able to reduce costs by using a venue in an employer workplace
- Your venue - accessibility needs to be good ensure that you have asked your attendees access and dietary needs are
- Make sure you have the agreed finance to cover your costs (give your branch plenty of notice before your next committee meeting so your proposal is on the agenda (your branch sec can help you with this) and the committee know what you are asking for and how much – this needs to be considered and agreed and they may ask you questions about your bid
- Give yourself enough time to organise and advertise the event
- You might want to start small with a low-key event with a small group of participants – if it is successful, you will gain confidence to try something more ambitious next time
- You could piggy-back onto another event (have a stall at someone else's event) – make sure they align with UNISON values, or it could be an employer wellbeing or Equality event
- You could use Year of Disabled Workers webinars – encourage your DM to attend and then have a chat and discussion afterwards about the topic and how it relates to your members and your branch
- Ask for volunteers from the committee or other Disabled members, to help you, a small team can achieve a lot together
- Pick a date and time when most can attend
- if appropriate ask your members to bring a colleague who you then might encourage to join UNISON (ask the branch if your event can be widened to potential members too) if the event is costly, they may want it to be just for members.
- Make sure you have some joining forms and information available at your event for members to take away – you might even be able to give away some branch pens or merchandise
- Enjoy the event take some photographs to use in any publicity and be proud of the achievement of putting an event on for your members
- Remember to feedback to the branch about it and submit an article in your branch newsletter or at the AGM about the success of the event