

# Planning your event

CommuniTEA could be a coffee and slice of cake, an afternoon picnic, a meal at restaurant, or a potluck dinner. The main purpose is to come together and open a conversation around how your community can welcome refugees.

## SERVING SUGGESTIONS

- **Keep it simple.** You don't have to make a five course meal or organise a fancy soiree. Get your friends and neighbours together in a local park or community centre and ask everyone to bring a plate.
- **Quality is as important as quantity.** The event doesn't need to be the talk of the town. Start small and have a few people over for tea to chat about CRISP.
- **Pique their interest.** You can pair your event with the conversation cards provided in the CommuniTEA toolkit.
- **Why not do dinner with a viewing?** You and your guests can choose from one of our suggested flicks to watch as you enjoy your feed.
- **Get your local involved.** You might want to enlist the help of small businesses and encourage restaurants and cafes in your area to consider creating a special as a way of increasing awareness of CRISP and your CommuniTEA.

## WHO?

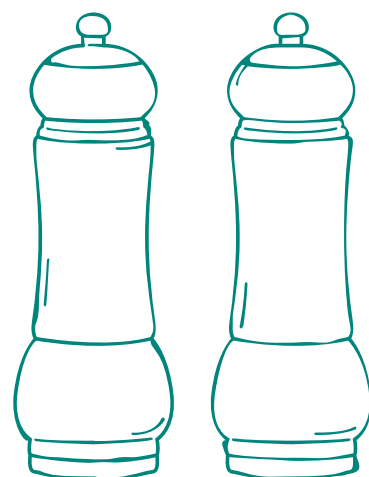
Anyone in your community who may be open to helping welcome a refugee household into your local community. They need not be currently 'active' in this area - you'll be surprised by the number of people who want to get involved.

## HOW?

Use this checklist to help you get started.

### WEEKS BEFORE THE EVENT

- Read through your hosting kit.
- [Watch an information session.](#)
- Pick a time and date for the event..
- Post a flyer or invitation to gather interest.
- Send out invitations with further details.
- Ask around for a recipe from the heart.



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## DAYS BEFORE THE EVENT

- Plan for the supplies you'll need.
- Send a reminder 2-4 days before the event.
- Prepare materials to be used at the event.
- Create a loose agenda to follow on the day.
- Test your equipment if you plan to use A/V.
- Consider how you'd like to stay in touch.

## CONSIDERATIONS FOR A VIRTUAL EVENT

- Send a meeting link confirming date and time.
- Download materials to be used at the event.
- Make sure you know how to share your screen.

## DAYS FOLLOWING THE EVENT

- Send a follow up message to your guests thanking them and offering them the next steps, you can copy and paste the one provided in the toolkit.
- Consolidate any ideas or interesting conversations that might be useful for future activities.
- Contact CRSA to register a group.

If you already have regular meetings with your guests, considering using the next meeting!

Want to know what to watch? We recommend films like *Humankind*, *The Old Oak*, and *Peace by Chocolate*.

In your invitation, include any instructions for parking or facility access. Include details of what will be BYO, and what might be supplied.

Make sure you have a copy of this toolkit handy on the day. Consider printing the conversation cards or the recipe for progress as handouts.

Following the event, how would you like people to stay in touch? Keep momentum in a Whatsapp, Facebook group, or something similar.