



10:10 To Do List

Keep doing **10:10**, work on your own carbon reduction plan and keep encouraging your friends and colleagues to get involved, use the offline sign up software or tell people about our website so they can get signed up too.

Hold an event, put up a display or give a talk about **10:10**, use the resources in this pack to help you. Team up with a buddy and organise an event together or persuade your group to give their next event a **10:10** theme.

Record your event, take photos or film parts of the event, ask people for their feedback. Tell us about it, send us photos. Write a short report and email it to us. Tell us how many people came, did they sign up to **10:10**? Don't forget to tell your local press too.

Organising and promoting your event

Keep it simple, remember:

What is your event? Is it a display, a talk, a stall? What resources will you need? Do you need to print checklists, order tags to sell or design a leaflet or poster?

When is your event? Pick a day and time when the people you want to attend are likely to be free.

Where - have you found a venue, how will people get there?

Why - do you want to tell people about **10:10**? Get them signed up or offer advice on cutting their carbon?

Who - tell them a bit about yourself or your group, don't forget to include a contact email address, website or phone number so people can get in touch.

Organising a successful event can be hard work, so make sure you plan something you are confident you can do well, get a group of friends, neighbours or colleagues together to help you. Involve local community groups or tag on to an event that's already happening in your area. Keep it simple and above all enjoy yourself. Remember, if you are running a stall or a display, people are far more likely to stop and talk to a friendly face with a welcome smile. If you are giving a talk about **10:10**, make sure you have read the Communications Guide and checked out the **10:10** website for all the latest news on the campaign, if you have any questions you can email us or give the office a call. The **10:10** Communities team is here to support you, but you can help us too, by letting us know about events you are organising, sending us photos and short reports about your event so we can share your stories with other **10:10**ers.



Remember to e-mail your photos and event summaries to communities@1010uk.org