



10 Top Tips for One World Week!

1. Beginning...

Have a discussion(s) and use the One World Week pack to decide the key global/local development education issue that you are going to take action on.

2. Early on...

Try to give as much time as possible to developing your plan and strategy for the campaign of action. Remember everyone has busy schedules so get and keep in touch with key players as soon as possible. Key players include the core group who are going to move the campaign of action forward; speakers; artists; the National Youth Council of Ireland; other youth organisations and young people; local community; media – local, national and social. Who will have responsibility for communication around the project and what will they require? Sometimes it appears that things move slowly in the beginning but...time flies when you are having fun! So be very aware of your timeline for your activity and do your best to keep on track.

3. Now what...

Decide who outside the group needs to be involved. Are there people who were involved in the past who might be interested? Do you have ideas for the activity but not the expertise? There may be people locally who could support the activity? Or, nationally? The Development Education Programme in the National Youth Council of Ireland are available to assist, advise and support where possible so feel free to contact Valerie (01) 478 4122 or via email deved@nyci.ie and @nycinews and www.facebook.com/NationalYouthCouncil

4. Communicating the message...

Talk about your activity idea to others – they may wish to attend the event/activity you are organising or may have some ideas or expertise to share. Word of mouth and personal contacts are as important as drafting a press release and sending emails – though these are really important too!

And, have a brainstorm on what media is available to you locally – community/parish/organisation newsletters; local and national radio, newspapers, local community council meeting and email contacts.

Know the deadlines for each to be sure you get the message out in time!

Approach a journalist in advance and see if they will do a piece for the local newspaper/radio station in advance to drum up support. Don't forget Social Media!! Facebook. Twitter. Instagram. Snapchat. Tumblr.

5. Getting people involved

Make sure everyone is on board and that the planning and delivery of the activity is democratic and participatory so everyone feels part of the activity, before, during and after. **Get creative!** It's stating the obvious because that is probably what you do already! But, no harm to reinforce the message. You could make your own t-shirt slogan for your campaign activity launch! Keep a record of discussions and decisions at meetings especially during the planning process and be clear on exactly what needs to happen between meetings and who needs to do what.

Whilst the activity involves a lot of hard work and dealing with serious and potentially sensitive topics, enjoy the process and set out to make it as interactive and a fun experience for everyone – right from the start. This will entice people to get and stay involved in the process. Get messages of support from community 'elders' or those who might have a 'multiplier effect' in the community or area who might sway others to get involved or attend the activity that you have planned.

6. Food

Planning events, meeting about events and holding the event can be helped by having some finger food, snacks and beverages available to keep the concentration flowing. At an event, it can also help with people chatting with those they may have not met before and wouldn't only for they have a cup of tea or a bottle of water in their hand! If you are providing food at an event, remember that not everyone likes meat AND to take into account other dietary requirements.

7. Location and transport

Try to choose a venue (if that's what you need) that is central and easily accessible - by public transport, and, of course, accessible to those using wheel chairs. Google Maps can be useful if emailing out information regarding the event so people will easily find the venue.

8. Choose dates carefully

One World Week takes place between **12th and 20th November 2016**. When trying to set a date, it is not possible to always suit everyone which is why it is important to organise your event/activity with as much advance notice as possible so people do not make alternative arrangements.

9. Who out there can bring their expertise to the event or activity?

Is there an organisation who specialise in the subject of your activity or event? Check out the contact links at the back of the One World Week packs to see further information for organisations working in the development education arena. Again, the National Youth Council of Ireland might be able to assist you with your plans or with linking you to other organisations.

10. One World Week

This will only be a success if you get involved! The National Youth Council of Ireland wants to HEAR from YOU! What are your plans? What are your ideas? What do you hope to achieve? Please send us in your photos, films, posters, web pages, and campaign material deved@nyci.ie Let us know when your activity is taking place so we can share the information with others.

Don't forget then to take photos! Document your event. Get quotes from those who participated in organising the event/activity and to those who went along to the event. You could write a blog about your event from start to finish or submit an article to the local paper. This will not be possible or will not happen without you. **Let's celebrate our global world and work together to make this a world that young people want and are prepared to work for!**