

## Pick a Date & Time!

Think about other events that may conflict for your community - major sports events, nonprofit-sponsored events, religious services, etc.

- Check community calendars
- Browse Facebook events.

Also consider availability of your chosen space.

## Make Graphics/Flyers!

Canva.com is great for social media graphics. It can do flyers but PDF export can be finicky. Google docs/libre office work, too!

Include: date/time  
location  
what it is  
who's invited  
access info  
your contact info

stairs?  
parking?  
bathrooms?

I use my twitter/insta handles

## Spread the Word!

Make a list of all the places you want to hang flyers so you know how many to print. (No printer? Try an office supply or shipping store, or the library.)

POST HERE    FLYER HERE

- Instagram
- coffee shops
- twitter
- bookstores
- FB
- grocery co-op
- community discords
- library
- local events calendar
- cool indie spots

## Day-Of Ideas

- ask friends for help w/ specific tasks
  - consider collecting emails or pointing people to a social account where you'll post the next meeting info
  - greet people, say thanks for coming
  - put out snacks/water/zines if you've got 'em
  - try to stay calm & welcoming
- It doesn't have to be perfect!

## Kinds of Events

YOU Can Host:

- book discussion
- crafts or writers' group
- potluck and/or picnic
- board game time
- workshop on a subject you know a lot about
- fundraiser for a worthy cause
- advocacy planning for a local
- anything you want to issue

# HOST YOUR OWN COMMUNITY EVENT!

by Cassy Lottman

Did you know anyone, even you, can just decide to host a community event? It just takes: an idea! a little legwork! and spreading the word. Here's what to do.

## Find a Place!

Potential free spaces:

- a library w/ reservable rooms
- open space in a park
- coffee shop back room
- your religious building if you have one.

For \$\$, consider renting a shelter at a public park to hold your event rain or shine.