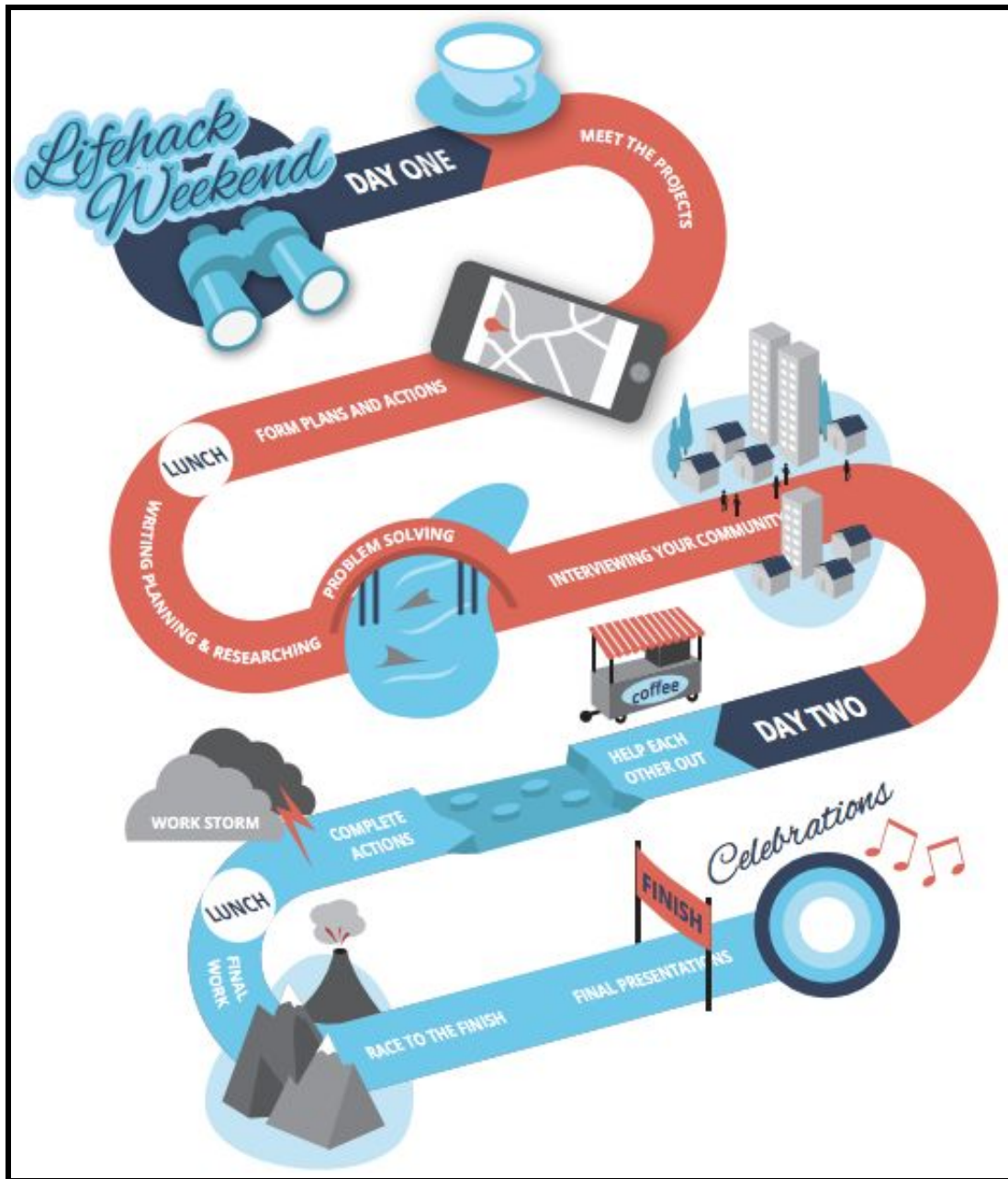




Weekend Event Manual 1.3



Nau Mai, Haere Mai, Welcome!

This **Weekend Event** manual is a facilitation tool that can bring together a group of diverse humans to support local community projects. This structure aims to empower participants and project holders to demonstrate that everyone has skills and knowledge to bring to the table which can be of use for others. It will strengthen community connections by allowing participants to connect and contribute more deeply to local projects that may benefit them. Project holders can come away from a 2.5 day weekend event with 6 weeks worth of work gifted to them by the attendants..

In this weekend event manual, you will learn everything you need to know to run your own weekend event in your community. It will be set out in three sections: 'the lead up', 'delivery' and 'post event'. Included will be tips and tricks learnt from Lifehack

Terms and words used that may be new to you

- Whanaungatanga** Making connections and building relationships. This can be through shared experiences and working together which provides people with a sense of belonging.
- Tikanga** The word tikanga has a wide range of meanings — including culture, custom, formality, manner, protocol, rule. In this manual we have used it to mean general behavioural guidelines.
- Mahi** Verb meaning to work, do, perform and make.
- Kai** Food and eating! Yum!
- Kawa** The word kawa has a wide range of meanings — including customs for openings of new houses, canoes and other events. In this manual we use the word kawa to represent a shared agreement of how we want to work in the space together that is supportive and encouraging
- Tuakana / Mentor** Tuakana means older brother of a boy or older sister of a girl. In this manual we use it to mean 'mentor'.

Structure

Key phases of the weekend and rough time allocation to each section
No matter whether you run the event over 24, 48 or 54 hours, there will always be certain phases to the occasion. We have found that the best way to split them up is roughly summarised in the table below.

Arrival & whanaungatanga Allowing dedicated space to get to know each other and build connections	1/8
Inspiration & New Horizons Overview of weekend, content sharing and Collaboration Cafe	2/8
Getting the things done Setting up to do lists and doing the mahi	3/8
Finalise & Realise Pulling together presentations, thinking about next steps beyond the weekend	1/8
Present & Celebrate Time to celebrate the weekend's work and present it to the group	1/8

Roles

Roles are important to establish and fill when running a weekend event. Below are our suggestions for roles:

- Local Host** Local champion of venue & networking. Someone from the community where the event is being held.
- Event Producer** Guru of outreach, timelines, and all things logistic. Project manager.
- Facilitators** Magicians of social process, your guides to the weekend. We suggest no fewer than three facilitators.
- Project Holders** Leading lights of local wellbeing projects. These are the project holders who will be representing the initiatives worked on over the weekend. They must have the ability to make decisions for or on behalf of the project.

Tuakana

These people are familiar with the process to support new participants and facilitators.

Participants

Amazing people from the community who want to contribute.

Within the delivery team, we have found the head, heart and hand roles work well. These are explained below:



Head

Is the 'facilitator' in the group. They are seen to hold the space in the room and are the main conductors.



Heart

Is an active participant in discussions. Facilitates conversations, 'Feels' the energy of the room and relays that back to the Head.



Hands

Makes sure things are running smoothly. Keeps time. Makes sure the tables are stocked with pens and post it notes. Tops up tea and coffee etc.

Before stepping into facilitation mode, we strongly suggest the team members sit down individually and works through a 'Wellbeing Plan'. Whether you feel comfortable to share it with each other is optional. However, on completion you may find strategies you can use, new learnings, or things you team could know to build a stronger delivery team. You can find this in the resource list below.

Resources and tools

Below are links to resources we pull upon to run this weekend structure. These are great to get yourself equipped and familiar with the event structure.

<http://www.goodfornothing.com/> (similar structure of event)

<https://enspiral.com/collaboration-cafe/> (Collaboration Cafe manual)

<https://canva.com> (free simple online design making tool for marketing)

<https://trello.com> (free online project management tool)

<https://lifehackhq.co/lifehack-resources/nga-uri-o-descendants/> (Connection building)

<https://lifehackhq.co/lifehack-resources/wellbeing-plans/> (Team wellbeing resource)

<https://www.typeform.com> (Online form builder)

<https://goo.gl/LTEbJ3> (Project briefing template)

<https://goo.gl/adU4ep> (Code of Conduct)

<https://goo.gl/StvBDj> (Risk Assessment template)

(to be uploaded) (Energisers)

First steps

The Preparation Check-lists

Below are preparation checklists to complete before the event can take place and on the day of. A great free online project management tool is [Trello](#).

Before the Weekend

- Find a venue big enough for estimated amount of attendees (check it's got natural light, wifi, good heating, accessible, tables and chairs, kitchen etc)
- Check if venue has drinking and hot water available
- Confirm there is a person on hand to answer questions during the event; security / lock-up
- Confirm dates
- Find a local host who can help you with sourcing projects, helping with logistics such as catering, finding printers, music etc
- Make a registration form for event. This needs to include name, email, contact details, state which days they can attend, how they want to contribute whether that is a helper behind the scenes, participant or project holder and maybe space for them to share their skills sets and why they have signed up. Great tools to use include Google Forms or Typeform
- Spread the word: personalised emails, phone calls, Twitter, Facebook, connect with organisations to pop info in their newsletters, paper advertising etc
- Find suitable projects for weekend event. Co-write brief with them (template [here](#))
- Once projects confirmed, promote the projects to attendees so they can get an idea what they might be working on beforehand and amend marketing material to align
- Organise travel and accommodation if this is not hosted in your hometown
- Organise catering: Friday night food, Saturday & Sunday lunch, snacks like fruit and veg. Participants can be invited to contribute some snacks if appropriate
- Generate a Code of Conduct. Template can be found [here](#)
- Complete a risk assessment to have action plans for scenarios. Template [here](#).
- Stationery shop - big rolls of brown paper or flip chart paper, marker pens, blu-tac, post-its, paper, scissors, cellotape, name tags
- Organise a projector and sound system if venue does not supply those
- Print posters to put up in the room [Good for Nothing resources found here](#) and also the [Five Ways to Wellbeing posters found here](#)
- Plan energisers for times of need over weekend. Ensure you have any equipment needed for these. List of some energisers here.

Arriving at the venue

- Put posters up
- Put attendance register (if applicable) at entrance with a copy of the code of conduct
- Arrange tables in group settings
- On tables add post its, pens, code of conduct and any material needed. It's great to invite the project holders to bring any supporting material to display on the tables. This could be posters, brochures, pens, toys etc that are connected to project
- Ensure drinks and coffee and food is available and ready (including serving equipment)
- Put on background music to support the mood you are wanting to generate in the room
- Check there are enough chairs around the tables that can be grabbed to form a circle for when the event kicks off.

Delivery

Friday

Phase
Arrival & whanaungatanga

Friday night is based solely towards whakawhanaungatanga (building connections). It's a 2-3 hour gathering of participants, project holders and facilitators.

Building trust and connections is important to build a solid foundation for the rest of the weekend. This is especially for people who have come from further afield or don't have personal ties to other people in the room. A lack of trust and understanding can possibly become an issue.

Below is a runsheet of what a Friday night's structure can look like

Time	Task	Notes and description
4.30pm	Arrive at space and set up	See 'arrival at the venue' checklist
5pm	Everyone at their	- Welcome crew inviting people into space and event

	stations	<ul style="list-style-type: none"> - Someone reminding people to sign in (if applicable) and getting them to read any docs needed (how we roll doc) - Hosts spaced out talking to people and connecting conversation - Inviting people to the kai and drinks as they mingle
5.15pm	Introduction	<ul style="list-style-type: none"> - Introduce them to the weekend event and introduce the facilitators. Make sure to welcome and acknowledge them all for giving their time and energy - Venue layout / health and safety - Lightly go over structure and kawa of weekend
5.30pm	Check in	<ul style="list-style-type: none"> - Invite group to form chairs into a circle and take a seat. Introduce them to the check in process which is an informal introduction process - Ask them to introduce themselves, say what is needed to help them arrive and any prompting questions. Examples of prompting questions can be: <ul style="list-style-type: none"> - Why are you here today? - What's your connection to this community? - What are you hoping to get out of this weekend? <p>Tips</p> <ul style="list-style-type: none"> - Depending on numbers, a time frame can be given. But be careful how you word this as it can prevent a person from opening up - Have the delivery team spread out in the circle to role model the process. Can be a tempo changer if things are too light or too heavy. Great for time checking too. - Inform the project holders that this check in process is space to introduce themselves separate to the project. There will be project specific time later. - Delivery team need to take notice of contributions and participants. Through this process you can learn a lot about a group. This can help with delivery and altering things if needed.
6.30pm	Projects introduction	<ul style="list-style-type: none"> - Project holders give a light introduction to their project. This is a taste tester as tomorrow they have an opportunity to go more deeper.
7pm	Wrap up	<ul style="list-style-type: none"> - Open the floor for any questions - Quick summary of expectations for the following day - Remind people to bring their tool of trade (laptop, paints, camera etc) - Reminder of break time contributions if applicable (baking, fruit etc)

7.20pm	Tidy up and out	Quick tidy up and prep for Saturday
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Saturday

Phase
Arrival & whanaungatanga ↔ Inspiration & New Horizons ↔ Getting the things done

Saturday is about getting to know the projects in more detail, setting up plans of action and doing the things! It will be the delivery teams role to make sure the work flows and people don't hit brick walls. This is the only day of content delivery, so keeping people's energy high and engaged is of high priority.

Whanaungatanga was done the previous night and will continue for the morning and lightly throughout the day. This is important as you may have new participants and it sets the scene and foundation to build upon.

Time	Task	Notes
9.30am	Set up	<ul style="list-style-type: none"> - Tidy up anything left over from the night before - Make sure tables are set up in however many projects there are. Have the tables filled with stationery and equipment needed for the day - Check projector and sound system is working - Check any links needed for the day are all ready to go and working - Set up some inviting upbeat background music - Tea and coffee set up
10am	Greeting arrivals	<ul style="list-style-type: none"> - Welcome crew inviting people into space and event - Someone reminding people to sign in (if applicable) and getting them to read any docs needed (how we roll doc) - Someone at door giving out 'name on forehead' labels for icebreaker. Hand out labels with famous names on it to place on participants heads. Invite them to walk around talk with others and ask 'yes or no' questions to find out who they are <p>Tip Having the 'name on forehead' labels prepared beforehand saves time and stress</p>

10.10am	Welcome	<ul style="list-style-type: none"> - Welcome everyone to the space again and to any newcomers. Cover off venue layout and health and safety again - Quickly summarise what happened the night before and what the lay of the land is for today
10.25am	Skills sharing game	<ul style="list-style-type: none"> - Introduce the next exercise which is a fun way of getting to know each other and who is in the room. - Get everyone to pair up with someone they don't know with a post it note and pen each - In that pair, ask each other the following questions within x amount of minutes each: <ul style="list-style-type: none"> - Introduce yourself however you wish - What do you like to do for fun? - What are your ninja skills? or what would your friends say your skills were or what would they call you up for? - While the person is answering their partner draws them with their opposite hand. This is so everyone picture will look similar and will hopefully remove anyone's nervousness about the exercise - At the end they write their partner's skills with their portrait - Pairs swap and repeat exercise - Once completed, get the group to come back together into a circle - Going around the circle, ask everyone to introduce their pair to the group. Depending on time they can share all answers or a selection. <p>At the end of this exercise ask all the participants to put their images together on the wall to acknowledge the skills in the room. Note to them that this is only some of them.</p> <p>Tip If the group is large, instead of sharing back in a large group, get the pairs to introduce themselves to another. Skills of others can be viewed when putting on wall.</p>
11am	Collaboration Cafe	See resource on how to run this section
12pm	Lunch	Remind them that having a break is good for wellbeing and they are encouraged to do what is best for themselves. Maybe share lunch alongside a project holder?

12.30pm	To do list	<ul style="list-style-type: none"> - Check the vibe. Do an energiser if needed. - Get people to sit at the table of the project they want to work on over the weekend - Place a large piece of paper in the middle of tables with post its and pens - Ask them to write down, in silence, every task imaginable on post its to help progress that project. These don't have to be things all achievable over the weekend - After x amount of time, get them to stop and group their tasks into themes - Start putting names to tasks.
1pm	Getting the things done	Once the to do list is completed, hopefully the room is feeling more amped to get things done. This is also a time when people may feel stuck on where to begin. The delivery team may need to facilitate conversations, encourage them to leave the space if needed to do things, call people etc. Turning talking into doing will be the afternoons challenge.
2.50pm	Quick skills and needs assessment	<p>Bring the group back together and ask the following questions:</p> <ul style="list-style-type: none"> - What do you need help with? - Does anyone want to move projects? <p>Tip If people feel they are not being productive, they can move to another project. Delivery team watch that there is an evenish distribution of people to projects.</p>
3pm	Afternoon tea	Remind them that having a break is good for wellbeing and they are encouraged to do what is best for themselves.
3.20pm	Stocktake	<p>Questions to put out to group before the day ends:</p> <ul style="list-style-type: none"> - What is needing to get done now in this room before coming back tomorrow? - Do you need to be contacting anyone today? - Is there anyone you should be inviting to come along tomorrow?
3pm	Getting the things done	Energy can start to get low so have an energiser up your sleeve.
4.45pm	Tidy up and out	Remind people to bring their tools of trade to help complete work for the following day, contributions to morning and

		<p>afternoon tea if applicable, and to invite anyone who should be part of tomorrow or celebrations. Check in with group to see if they want to amend the start time for the following day.</p> <p>Tidy up.</p>
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Sunday

<p>Phase</p> <p>Getting the things done ↔ Finalise and realise ↔ Present & Celebrate</p>		
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11am	Getting the things done	<p>No introduction is needed for Sunday. Just encourage everyone to get into the work.</p> <ul style="list-style-type: none"> - Give the celebration presentation template to a participant from each project asking the group to complete it. <p>Tip</p> <p>Feel free to pop a timer on the projector counting down to the end of 'getting things done' phase. It can help amp up the pace and outputs. Check the people in the room if they are comfortable with this.</p>
12pm	Working lunch	<p>Remind them that having a break is good for wellbeing and they are encouraged to do what is best for themselves. Remind them they are on the last stretch so use the time wisely.</p>
12.30pm	Final work storm	<ul style="list-style-type: none"> - Get the groups to reconvene and look at what tasks are needing to be completed. Open up the space for requests to be put out to the larger group if needed. - While the group is doing the last bits and bobs, set an area up for presentations bringing any visuals to the front, chairs for everyone and making it inviting. <p>Tips</p> <ul style="list-style-type: none"> - Remind group of the presentation slides that are needing to be completed - Get them to give the final presentation to someone in the delivery team to get ready on the projector. Check it can be played beforehand and check sound system if

		applicable.
2pm	Celebration presentations	<ul style="list-style-type: none"> - Welcome everyone to the celebration part of the weekend. Share the journey the participants and project holders have gone through. Now it's time for participants to share their contributions from over the weekend and as a group gift to project holder - Invite groups to come forward one at a time to present - Get the project holder to share their experience of the process and weekend - Celebrate! - Invite participants and anyone else to get a chair and join the check in circle to close.
3pm	Checkout	<p>Open the circle up and ask everyone to say what is needed to close. Suggested framings could be any of the following:</p> <ul style="list-style-type: none"> - What's something you are taking away from this weekend? - Share anything you have committed to post event - How you are feeling (ranking out of 10) <p>Once everyone has shared. 'Tie a bow on it' a terminology used to summarise the event and close it up.</p>
3.45pm	Clean up and out	Encourage EVERYONE to contribute to this.

What we have learnt:

BEFORE

- When you are organising from far, finding a passionate & well connected Local Host is key! If you are the lead organiser for your community, make sure it's clear who is doing what so you have all your bases covered. A great online project management tool to use is [Trello](#).
- The way you invite people to come to this event matters. Make sure your language is diverse to attract a diverse group. Having different wording for different target audiences is great.
- Call people and email people personally, open advertisements don't convert people to attending (unless they're targeting & strategically placed to reinforce personal connections / conversations)
- Choosing your projects carefully - who is ready for this weekend? Consider the following criteria when inviting project leaders to bring their work to the process: What is their focus - is it well-defined, clear and with purpose? Are they open-minded about having a bunch of strangers work on their passion project? Have

they got more than merely a vision (even if it is a really good one)? If the answer is yes to all of the above, it sounds like you're onto a good thing.

- Producing the brief itself ([Here](#) are a bunch of examples, from our friends at Good For Nothing) should be a co-writing process when it comes to filling in the [template](#). It is important that the brief is right for the weekend, but the project owner feels a right sense of ownership over the proposed angle and potential tasks. Writing the brief together seems to be the way to do this. Make them feel involved and considered.
- Have regular contact points with your attendees, projects, and partners to maintain momentum.
- Define the roles of your production team. Outreach, media, venue, food, RSVPs, etc.
- Prepare participants, the project holders, the hosts and partners well so they understand what to expect during the weekend.

DURING

- Whanaungatanga is super important to get right at the beginning at the event and woven throughout. Building a space that is supporting and trusting of each other will have better connections which may lead to better outcomes.
- Practice what you preach - if you're running a weekend about wellbeing, weave some wellbeing exercises into the flow including meditation or games.
- Shared food sessions builds sense of community - this is also good for cross pollination and reminding people to take breaks.
- Don't forget that a full room is great, but if people just talk amongst themselves real insight may / will not emerge. You need to encourage people to get out of the venue or get on the phone and research how their project interacts with the real world.
- The Facilitator, Event Producer and Host will not get down and dirty with the work of the weekend's projects, they will support the process, people and space to be as awesome as possible.

AFTER

- Stay close to the people who have helped you pull the event off, send thank you notes to your partners and friends who made the difference! Who knows, they might help next time.
- Send out an update to all participants telling them how none of this would happen without them! And give them some links and connections for how to take the next step on this journey.
- If you know there's huge energy around your event consider a follow up catch up a few weeks later to maintain the connections made and build the support network.
- If further things come up for the projects, give the participants updates about the achievements of the projects.

- We believe it's realistic to offer on-going support to project holders at a level which you feel comfortable with. If you have no time, be clear you can't support someone on going, but if you can afford a couple of coffees a month then let them know you're up for that.