

Exercise: ACF Community Event Planning

[Part 1: What are the key responsibilities for ACF Community Event coordinators? \(3min\)](#)

[Part 2: What are elements of a great ACF Community Event? \(2min\)](#)

[Part 3: Use the sample event agenda below to decide what you want your event to look like. \(10min\)](#)

Part 1: What are the key responsibilities for ACF Community Event coordinators? (3min)

As ACF Community Event coordinators, you have 5 key responsibilities:

1. Coordinate with your ACF Organiser to set the agenda, campaign asks, and practice.
2. Set a date, time, and location. Make sure you allow enough time to lock in a venue and recruit attendees! (It's best to plan 4 weeks out)
3. Invite friends, family, neighbours, colleagues, other ACF supporters in your area and more.
4. Delegate responsibilities to host your successful event.
5. Thank your guests, invite them to take action with your group, and follow up with your ACF Organiser.

Part 2: What are elements of a great ACF Community Event? (2min)

ACF Community Events are designed with the goal of recruiting new members to join your local group. To achieve this goal, it's helpful to keep in mind the 3 reasons why people volunteer: to make a difference, to learn new skills and to build social connections.

These are 3 main elements that address these reasons, help inspire attendees to become group members and make for a great ACF Community Event:

- Have fun
 - Socialise, share ideas and meet new people

- Connect
 - Share your story and motivations
- Take Action
 - Be sure to have a call to action for event attendees to get more involved at your next meeting

Part 3: Use the sample event agenda below to decide what you want your event to look like. (10min)

Ask members to think about the following questions.

- Where can you hold the event? (could be in someone's home, a local library, or other space)
- What should your Core Activity be? (Be creative: you could show a video, have speakers, etc)

Sample ACF Community Event Agenda

5:30-6:30 Setup

6:30-7:00 Guests arrive and sign in

7:00-7:20 Welcome and intros

7:20-8:00 Core Activity

- Be creative. You could show a film and/or have speakers share why they care

8:00-8:20 Call to Action

- *"There are two things you can do right now."*
 - **Join the ACF Community** (if you haven't yet, please sign up on the sheet so we can let you know about future events and opportunities)
 - **Join our next ACF Community group meeting** (We'll be meeting on DAY at TIME at LOCATION to develop our plan to build our power locally so we can move our MP to support Australia's transition to 100% renewable energy and to Stop the Adani coal mine)

8:20-8:30 Wrap up, thanks and clean up