



## TIPS ON SETTING UP AN EVENT

**1. Find a local organization, house of worship, school, company or group of friends in your area with whom you can organize the event.**

**2. Contact the organization, school, company, etc.**

We recommend you send the following set of documents to serve as an introduction to the Charter for Compassion along with your personal message regarding an event.

**3. Determine what kind of event you want to hold.**

You can organize any type of event you want to celebrate the launch of the charter. The decision will depend upon your skills and interests as a group, the community and audience you are trying to reach and your available resources.

Here are some example ideas to help you brainstorm:

- small readings in local public spaces (i.e. library, school, bookstore, café, concert hall)
- lecture or speech with local religious scholar
- essay competition for local schoolchildren on topic of compassion
- musical performance and Charter reading
- inviting a religious leader from another faith to your house of worship to speak on compassion and the Golden Rule from their perspective
- film screening on the topic of compassion followed by Charter reading and discussion
- art exhibition inspired by the idea of compassion and the Charter
- neighborhood dinner parties to read and discuss the Charter
- Charter for Compassion Book Club - read a book related to compassion and discuss in the context of the Charter
- hold a scavenger hunt - assemble groups to go around your town, find 10 examples of compassionate acts and document them in a given period of time

Check out events already posted on the site for more inspiration.



**4. Determine what day (or days) between November 12 – 19 you want to hold your event.**

The first reading of the Charter for Compassion will be at a press launch on November 12, 2009. Over the next seven days events will be happening all over the world to celebrate the launch. It is highly recommended that you hold your event within that period however it is not required.

**5. Create a core organizing team.**

Determine people's roles in putting the event together in order to use resources efficiently.

**6. Use an online event organizing site like Eventbrite or facebook to help arrange the event.**

These virtual tools are an easy way to facilitate organization, invite people, keep track of attendees and provide updates to both your core group and invitees. They are by no means necessary for a successful event but might make your life easier.

**7. Post your event on the Charter for Compassion website.**

**8. Document your event via photos and video to post on the Charter website.**

Please contact the Charter for Compassion team if you have any questions.

We can not provide financial resources but we are able to provide content and advice. Thank you for getting involved to spread the Charter and its message of compassion.