



**Nisa-Nashim**

Jewish Muslim Women's Network

## **Events Checklist**

- Decide on event name / date / time / venue / refreshments requirements
- **Speak to Nisa-Nashim about obtaining an event grant**
- Please include Nisa-Nashim logo on your publicity/invitation
- Involve people by asking them to help with the event
- Nisa-Nashim can help with
  - sign-in sheets,
  - badges,
  - Nisa-Nashim flyers
  - Signage
  - Those sheets that the government need
- Consider security at this event. Will it be necessary?

## **VENUE SPECIFICS**

- Please be accessibility aware especially in private homes.
- Is there wi-fi? If so, is a password needed – this is often a problem area
- Is there a prayer area and do you need one

## **CATERING**

- Ensure that all refreshments are strictly kosher and adhere to dietary requirements for both Muslim and Jewish participants. Please do not provide alcohol!

## **SPEAKERS**

- Nisa-Nashim may be able to help with speakers – ask us
- Check any dietary/access needs of your speakers

### **GIFTS**

- Gifts are a lovely touch, but be culturally aware.

### **MEDIA/MESSAGING**

- The best photos, leading to the best publicity and memories, is done by professionals
- Consider inviting local press if relevant
- Not everyone tweets – consider the role of live tweeting and who can do it.
- Ensure you collect email addresses to add to Nisa-Nashim mailing list (we need this for funding and monitoring) and for your group.

### **FOLLOW UP**

- Consider how you will stay connected with your group long and short term.
- Ask for feedback and circulate it to the group to encourage engagement