

# HOW

## to Host an Event

It takes a lot of work to advance women's human rights!  
We're here to help every step of the way.

### 7 things to think about as you start planning

1

**Find a venue.** Your local community center? the town square? Where are you going to hold this Event?

2

**Get permits.** Do you need permission from any legal entities to hold your Event? What about insurance? Start early because these can take awhile.

3

**Security.** Do you need roads closed? Special parking? Are there any extreme right-wing groups who might show up? Contact the police to work on a plan.

4

**Dis/ability access.** How will differently abled people access your Event? Can you get access to a sign language interpreter? Will you have wheelchair ramps? Make sure your Event accessible to all!

5

**Volunteers.** Events take lots of people! Will people need to direct parking? Serve food? Take tickets? What kinds of help will you need? Start recruiting early.

6

**Vendors, Food, & Beverage.** Do you need to feed people? Are you doing to sell local wares? Make sure you contact everyone and budget for anything you'll need to purchase.

7

**Spread the word!** Think about how you're going to notify interested people about your Event. Social media? The local newspaper? Signs? Let people know how they can participate early and often.