



# BEYOND BELIEF NETWORK

## Beyond Belief Network Event Guides: General Guidelines

No matter what kind of event you're planning, follow this guide to make your event a success!

### Before your event

**Need some help figuring out what to do?** We have lots of [event ideas and internet resources](#) if you need some inspiration! It's also a great idea to reach out to other teams in the [BBN Facebook group](#) for advice.

**Promote your event.** Create an event on Meetup and/or Facebook; email your members; and let people know about it on Facebook and Twitter. Ask BBN to help promote your event by filling in [this form](#).

**Recruit someone to take pictures/video** and to write a blog post after the event (you can also do these yourself!). Include the link in your event report (see below), and we'll include it on our blog! Check out our picture guidelines to have your pics considered for [Picture of the Month](#).

**Order any additional BBN t-shirts** with your logo you will need for each of the people who will be attending the event from the [FBB Store](#).

### During your event

**Keep track of statistics** such as how many people attend and how many hours the event lasts. This helps BBN to keep track of all the volunteer hours being donated by the network.

**Take lots of pictures or videos!** Candid shots are preferred, but group shots, individual shots, and scenic or landscape pictures are all great. Make sure you get permission from the

facility or organizer to take the pictures, and get permission from the people in the pictures so you don't accidentally 'out' anyone!

**Get quotes from your members** and from the organizers about the event to include in your blog and/or event report.

## **After your event**

**Fill out** a BBN [event report](#).

**Take some time to discuss** with other team leaders how the event went, whether there was any room for improvement, and what you'd do differently next time.

**Start planning your next event!**