



FOUNDATION BEYOND BELIEF

humanism at work

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](#).

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](#), and we may include it on our blog! Check out our [picture guidelines](#) to have your pics considered for Picture of the Month.

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! Action 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!

Questions or Concerns?

If you need help with planning your event or have additional questions, the best way to contact Foundation Beyond Belief is to use the [contact webform](#), which enables us to track the resolution of your question.