

1. Check the facilities

- Materials
 - Paper (A4 and bigger, flipchart), pens of different colours, decoration material, cardboard, glue, scissors, tape, orange, stopwatch and all printable things
- A space big enough for your group to work
- Lunch - decide whether you ask participants to pack lunch packages or you are organising lunch



2. Send out an invitation

- Date(s) of activity
- Time - e.g. 10:00-19:00
- Who should come?
 - The activities are planned for kids and youngsters between 7-16
- Agenda overview: what will happen
- Possible participation fee (optional)
- Things they need to bring with them



3. Assign a team of facilitators

- Make sure to have a team meeting before the actual event happens
- Once you have the information about your group confirmed, decide which activities you would like to run
- Divide the tasks between the team - make sure everyone has something to do



4. Get in touch with IFM-SEI!

- Please complete our survey with your chosen time and date by 24 March
 - ‘But why?’ In order to make it an international activity we will match you with another member organisation for the event!
- If you have any other questions or need support, email us at contact@ifm-sei.org



5. Get active

- Within your preparation process start getting active and start being visible! You can...
 - Post pictures of the preparations on Facebook or Instagram and tag IFM-SEI
 - Use our hashtag in your comms:
#peacemakersoftomorrow
#peaceconflict101 #IFMSEI
#educationforsocialchange

