



HOUSES OF PARLIAMENT

Toolkit for UK Parliament Week events and activities

ukparliamentweek.org
#UKPW16



PLANNING YOUR EVENT OR ACTIVITY



Parliament Week
Engage. Explore. Empower.

Finding a venue

UK Parliament Week helps to engage, inform and connect people with the UK Parliament and its work, wherever they are. While there are always a few events at the Houses of Parliament, we actively encourage our partners to run events across the UK. Here are some tips on finding a venue in your local area:

- Contact your local MP who might be able to advise you of a local organisation you could approach (explain that you're planning a UK Parliament Week event and why it would be in their interest to support you with this)
- Contact a local councillor to ask them to use a space in their council office/chamber/town hall
- Schools and universities often have space to hold events – approach one in your local area

Working with another UK Parliament Week partner organisation may also enhance your access to funding and publicity, fill a skills gap, and help you access the right venue.

Inviting speakers

Speakers at your event could include politicians, local activists, journalists or academics with expertise in an issue relevant to your event. Think carefully about your audience and who they might want to hear from. Having a high-profile speaker can help gain publicity for your event, especially if they commit to tweeting or promoting the event on your behalf.

Be sure to contact potential speakers as far in advance as possible – the more notice they have the more likely it is that they will be able to attend. Don't worry too much about having all of the information about the event finalised, just let them know the date and time, give them an overview of the event and what you want them to do.

Once the speaker has agreed to attend, you may want to provide them with a short briefing telling them who else is attending, who the event is for and what you would like them to do. Some speakers need more guidance than others so allow enough time to make sure they are properly briefed.

MPs and Members of the House of Lords

You may be interested in inviting your local MP or a Member of the House of Lords to attend your event, either to speak or as a guest. Feedback from previous UK Parliament Week events has shown that audiences like having the opportunity to talk with MPs or Peers.

It's worth noting that Members of the House of Lords work in very different ways to MPs – they don't represent a constituency in the same way and are usually selected to join the House of Lords based upon their expertise. Find out more about the House of Lords by visiting: www.parliament.uk/lords

You are more likely to get a positive response from MPs and Peers when you make the approach directly, so don't be afraid to get in touch with them. MPs get hundreds of emails, letters and calls a day so you can call their office if you don't hear back from them within a couple of weeks.

How to invite Members:

- Look up Members of the House of Lords according to their area of expertise www.parliament.uk/mps-lords-and-offices/lords
- MPs and Members of the House of Lords tend to have very busy diaries, so try to contact them as soon as possible
- MPs and Members of the House of Lords are usually in Westminster when the Houses of Parliament are sitting. This means that, unless you are based in London, it might be very difficult for them to attend during these times. Fridays are less likely to be sitting days, so if you're not in London it's worth thinking about inviting an MP or Member of the House of Lords to an event on Thursday evening or Friday when they are more likely to be able to attend.

Ticketing

If your UK Parliament Week event is open to the public you may wish to provide tickets to help you manage numbers. We recommend using sites such as Eventbrite or Billetto for tickets to your events – they are free to use if your event is free to attend. However, if your event isn't free, they will charge a fee (a percentage of ticket costs).

- <https://billetto.co.uk/>
- <https://www.eventbrite.co.uk/>

Fundraising

You might want to raise some extra funds to cover the cost of running your UK Parliament Week event or activity. While we cannot fund any partner events ourselves, we're happy to write in support of funding bids you're submitting, providing that the application directly relates to a UK Parliament Week event.

When approaching funders you will need to have a full event plan, a budget and be able to explain clearly what the event aims to do. Most funders have set criteria for the projects they will give money to, so do your research and make sure you are targeting your application and explaining how your event fits their criteria.

If money is a concern it may be helpful to think about what current activity or projects you have planned that you could badge as a UK Parliament Week event, rather than spending money that you may not have!

- This website provides more information about how to manage the money for your event:
www.londoneventstoolkit.co.uk/finance/managing-money/

Resources for your event

As a UK Parliament Week partner, you will receive free resources to give out at your event. These will include information leaflets, and promotional materials such as free pens.

On the Day: Health and safety

If you are inviting members of the public to participate in your event the responsibility, or duty of care, for public safety rests with you. This means that as the organiser, you have a duty of care for your audience.

A duty of care is a legal obligation requiring you to adhere to a reasonable standard of care while performing any acts that could foreseeably harm others. As an event organiser, you will always have a duty of care to people working at or visiting your event, and safety must always be the paramount consideration before, during and after your event, whatever the size.

It is your responsibility to ensure that health and safety legislation is adhered to at all levels of management. The implications of not considering your duty of care can be very serious, from major fines to imprisonment.

For this reason, it is best practice to have a competent, named person who is responsible for safety at your event – and for larger events there may be a need for a dedicated safety officer. You will need to ensure that you have developed processes for managing health and safety, and that all documentation is available for your local authority to review in the event of an incident.