



TERTIARY EDUCATION UNION
Te Hautū Kahurangi o Aotearoa

Organising an event for women – a checklist

(For example, organising a 'Coffee, Cake and Chat' session to mark International Women's Day, March 8th or Suffrage Day September 19.)

Decide to make it happen!

- Find a friend and enlist their support.
- Talk to the Branch Organiser and get their help too.
- Enlist the support of the Branch President(s) and where appropriate the Branch Committee, including financial support.

★ **Hint:** Tea and coffee is likely to be around \$4.00- 5.00 per head, a cake around \$30.00. Your institution may have a website for the local caterers.

- Contact the Women's Officer to let her know what you are planning and get support as needed womens.officer@teu.ac.nz

- Figure out day and time that will work for your institution.

★ **Hint:** Half hour morning and afternoon teas have worked well at some institutions.

- Identify the purpose of the event. For example: to socialise, to gather information, to hear a presentation on a key issue from an invited speaker, to raise funds.

- Think about all the different groups of women you would like to encourage to attend and how best to do this. Think about your messaging and the language you use.



If you decide on a speaker, check their availability early on. Some past examples of speakers from TEU Women's Network events are given below to get you thinking.

Book the venue or ask the organiser/administrator to do this for you (There may be a protocol/process for this)

★ **Hint:** Sometimes institutions have good rooms that are not available on the central booking system but would be perfect for this purpose. You may have to book these through the department secretary.

Do a timeline noting when it would be appropriate to send out initial notice/reminder notice/final notice.

Do an initial email message telling people to set the date and time aside. Examples of these are provided below for you to use and alter if you want.

★ **Hint:** You can do this early in the planning, saying that the venue will be advised especially if your institution takes a long time to confirm a room booking.

★ **Hint:** It is usually possible to send out a message just to women members if that is who you are inviting.

Design a simple (or fancy) flyer if you wish. Email messages suffice. It may be possible to get assistance for a flier from TEU Communications Officer danny.stevens@teu.ac.nz

Book a cake!

★ **Hint:** Many caterers at institutions can provide this with enough notice and from experience it works well! Otherwise it may be possible to order one from a local bakery.

Organise the tea, coffee etc. Remember to consider those who drink herbal teas ☺

Decide who will collect the RSVPs – it may be you, it may be the branch organiser or administrator.

Send the notice with all details, requesting RSVPs.

★ **Hint:** Don't be discouraged if you get a message back (usually from a male) asking who is organising the men's morning tea!!

Do a plan for the session – someone to welcome everyone/thank everyone etc. (Simple sample outline below)

- Get some background information about the event, about TEU and our women's network. Ask the organiser to make enough copies for you. Take membership recruitment information with you.
 - ★ *Hint:* the Women's Officer may already have some information you can use.
- If you are having a speaker, get some simple info to introduce them.
 - ★ *Hint:* Consider asking one of the people who have replied to introduce the speaker. The people doing the organising don't have to do everything!
- Send a final reminder. If possible reply to the RSVPs and say you are looking forward to seeing them at the event and invite them to bring along a colleague.
 - ★ *Hint:* If you wish you can use this as a recruiting event and invite members to bring along a non-member colleague.
- Do a final check.
- Hold the event and have fun doing so.
- Take some photos and if possible send them to the TEU Communications Officer.
 - ★ *Hint:* You may also wish to collect names of those who attend and develop an on-going list of interested women.
 - ★ *Special Hint:* Don't worry about the numbers! Even if just a few women come along, that is a start.
- Try to ensure that those organising the event speak to every single person who comes along and make them welcome.
- Make sure you finish the event at the time you notified, even if people stay on and chat.
- Thank everyone for coming along.
- Clean up.
- Have a quick debrief with your friend and/or the organiser. Congratulate yourselves!
- Follow up on anything that needs to be followed up on e.g. a request for information; sending a thank you email or card to the speaker.
- Make sure you report back to the Branch Committee, thank them for funds etc. This is a great time to show off the photos and also to keep the National Women's Committee in the loop.

Enjoy your success!

Simple Sample Session Outline (with a Speaker).

- 12.00 Welcome.
Explain the purpose/focus of the event.
- 12.05 Introductions (quick round, name, dept etc)
- 12.15 Introduce the speaker.
Speaker. (20 mins) Questions.
- 12.40 Thank the speaker.
Chat. Mingle (This can be reduced if time is less than an hour)
- 12.55 Thank people for attending.
- 1.00 Close the session.

Past speakers and topics at TEU events

- ✓ Sue Moroney, previous Labour MP - Suffrage Breakfast speaker at VUW
- ✓ PVC Equity, Victoria - Forum on Equity at Victoria University of Wellington
- ✓ Jackie Blue, EEO Commissioner
- ✓ MPs who are the women's spokespeople for their party

Sample emails

1. (A simple introductory message about a Suffrage Day breakfast event)

Suffrage Day Breakfast

There will be a celebration of women's suffrage in New Zealand at the annual VUW TEU breakfast for women members.

Speaker (TBC) and discussion will focus on the challenges that remain for New Zealand women and action for the future!

18 September, 7.30-9.00am

Premise Café, Victoria University Staff Club

Please RSVP by September 14th to: womens.officer@teu.ac.nz

Please see attached flyer for more details.

2. (This message was sent as a final reminder to women for the Suffrage breakfast)

Suffrage Day Breakfast

18th September marks the date for the annual TEU Victoria Women's Suffrage Breakfast. (Suffrage Day is Saturday September 19th)

As this event is supported by both the Vice Chancellor and the TEU Victoria Branch, this means we can bring you a free lunch! oops breakfast! But places (like funding) are limited so register now if you wish to attend. Find a colleague and come along together!

Details are in the attached flyer. (Many thanks to Sarah Proctor-Thomson for the design of the flyer)

Our guest speaker is Sue Moroney MP and Labour Spokesperson for women.

3. (This message was sent to a list of women contacts we had to enlist support for the event)

Winter Wellbeing for Women at Karori

11th August, 12.30-1.30pm, Staffroom, Karori Campus.

Hi All,

The TEU women's network is holding a lunch for women on Karori campus on the 11th August between 12.30-1.30pm. All women at Karori will be invited along to this lunch but we would also like to invite you personally to attend as representatives of women staff who work in other parts of the university. Those of you who work at Karori, it would be great if you could encourage your colleagues to come along.

Members of the School of Education have been involved in significant restructuring which began in 2008. Further, staff from a number of other areas of the university have recently been, or are now, involved in similar processes. We thought it was important to get together and show solidarity with members affected by these processes.

We encourage you to pass this invitation on to any of your colleagues who might also want to come along. We can arrange some taxis to/from each campus. Please get back to me as to whether you can make it so that I can arrange.

We hope to see you there!

Sarah Proctor-Thomson (TEU Women's network co-ordinator, VUW branch).

4. (This was a message sent out about an end of year ‘Wine and Cheese’ event

Women at VUW

End of year wine and cheese meeting for AUS Status of Women's Committee 12th November, 4-6pm, Room MY 1010

The SWC is holding an end of year wine and cheese meeting to review the work carried out by SWC for VUW women and to set the agenda for 2009.

We invite all women members of AUS to attend this event and to come along with ideas and thoughts for activities and issues to address next year. Issues such as pushing for a pay and employment equity review at VUW, increased access to child care services, timetabling, car parking, equity in promotion practices and flexible work arrangements are some likely topics requiring ongoing work. We would love to hear your views on these or other matters.

For those of you who can not make it please do not hesitate to email me with your ideas.

See you there,

Sarah Proctor-Thomson

SWC Convenor, VUW Branch