

Event Organizer's Guide

As you plan your May 7th, World AIDS Orphans Day event, here is some information to help your event to run smoothly and make a big difference. *More details and tools are available at <http://www.worldaidsorphans.org/>.*

- 1. Brainstorm Your Event** – How you celebrate World AIDS Orphans Day is up to you! As you brainstorm on what kind of event you would like to host, think about who would participate, where and when the event would be held, and what you want to be the outcome. Ideas include:
 - Candelight vigil;
 - Local rally;
 - 5k fun- run;
 - Panel discussion;
 - Documentary screening;
 - Fundraiser at a local restaurant or bar.
 - Have fun and be creative!
- 2. Post Your Event** – Post your event in the events section of the World AIDS Orphans Day website.
- 3. Recruit Friends to Help** – You are not alone. Recruit your friends, family or colleagues to help you host your event.
- 4. Contact Local Media** - Make sure to get the word out in your communities. There are lots of resources to help on our site.
- 5. Contact Your Mayor** – Check the World AIDS Orphans Day website to see if your mayor has signed the pledge. If not, help him/her to sign the pledge and stand up for orphans.
- 6. Have Fun at Your Event!** Have lots of fun! Be sure to have everyone sign in when they arrive – this will help you continue working together after May 7th. This is just the beginning...
- 7. Take a Picture** – Make sure you have a designated time during your action (with the largest crowd possible) to take a picture of your event. Upload the picture on the www.worldaidsorphans.org site.

Many Thanks! Your Voice is Their Future.