



Running a Six Ways to Wellbeing Event



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Running a Six Ways to Wellbeing Event

This guide to running a Six Ways to Wellbeing event has been compiled by the Mental Wellbeing team in Public Health at Kent County Council and the learning within this is the result of running a series of Six Ways to Wellbeing Seminars in Kent.

The Six Ways to Wellbeing Event Guide is designed to give you some tools and resources to plan a successful Six Ways to Wellbeing event for your colleagues, clients or community groups. This guide collates the learning that the Mental Wellbeing team have learnt but we are always happy to keep learning so if you have some more tips or suggestions please do email them to us, we would love to hear from you.

To be able to get the most out of this guide and to understand the Six Ways to Wellbeing campaign this guide has been developed as a companion to our free Six Ways to Wellbeing seminars, for more information and to book your place go to: www.liveitwell.org.uk/seminars.

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1.0 Before Your Event

Ensure you allow enough time to plan for the event. If this is the first event you have run then give yourself sufficient time to be able to prepare properly, it will always take longer than you think. If you know that you're going to be running more events, think about being kind to your future self and take time to think about setting up templates and processes so that they're re-usable. Try to write everything down, schedules of upcoming events, contacts, ideas etc. This forward planning means you can hang a lot of the promotion for your next event off the buzz generated from a previous event.

You don't have to do all the organising by yourself. In fact, it's a good idea not to. You can appoint a group of Six Ways to Wellbeing Champions, or if you're part of a community you'll often be able to find volunteers who want to help you out. It's important that you give your Six Ways to Wellbeing Champions a sense of ownership and responsibility thank them regularly. Make sure your Six Ways to Wellbeing Champions are clear on what they're meant to be doing and trust them to get on with it. It's worth bearing in mind that if you just have a list of tasks and don't assign them, it's likely that your Six Ways to Wellbeing Champions will assume others are working on them and things will get missed.

Be clear about what type of Six Ways to Wellbeing event you want to hold, these will generally be dictated to by the time, size or type of event you can promote the Six Ways to Wellbeing in. We have been using a variety of the following to get the Six Ways to Wellbeing message over:

- small introduction to the Six Ways to Wellbeing – this could be part of a larger event and could involve a brief introduction and six brief table top activities
- an introduction to the Six Ways to Wellbeing and then the running of a Six Ways to Wellbeing game to get everyone thinking about their wellbeing
- a half day seminar similar to the ones that the Mental Wellbeing team at Kent County Council Public Health Department run (if you haven't been on one you can book in for free here: www.liveitwell.org.uk/ways-to-wellbeing/seminars/)
- a whole day event with separate Six Ways to Wellbeing themed tables or areas
- a series of themed Six Ways to Wellbeing events spread over a period of time.

The bigger the event, the more people you will need to plan and organise on the day itself, and the more time you will need give yourself to plan and prepare.



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1.1 Venues

If you need to book a venue for your Six Ways to Wellbeing event then here is a list of questions you might want to consider when deciding if it is a suitable venue:

- How much does the venue cost to hire or is there a voluntary contribution?
- How many people can comfortably fit in the space? If you are running an event based on the Six Ways to Wellbeing activities – is there enough space for people to move around easily?
- Are there tea and coffee facilities?
- Where are the light switches/power supplies/toilets?
- Are there any health and safety or security restrictions?
- Is there a projector? Are there enough tables and chairs? Is there a hearing loop available?
- Can people stick things on the walls?
- Are there any other accessibility restrictions i.e. make sure you think about disability access to the venue and toilets.
- Remember to think about the best dates of the events, our thoughts are; avoid clashes of events wherever possible, avoid school holidays or summer months, or is there an event already running that you can link into.

1.2 Plan and Share out the Work

If you are having a large Six Ways to Wellbeing event you may want to form a small working group, to plan all the main dates and deadlines and help clarify how much work there is to do, and when by to help keep your Six Ways to Wellbeing event on track. Think about arranging a couple of planning meetings with the people who will be running your Six Ways to Wellbeing themed stalls making sure everyone is conversant with the campaign and its aims. Think about how you are going to publicise your event; who do you want to attend - is it people within your organisation clients or the wider public and community. Think about linking in with all of the possible partners available to you to help to spread the word.

NB. If you are holding an event in a public hall or inviting external stall holders to contribute to the running of the day then you will need to get copies of public liability insurance and Risk Assessments for everyone.



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1.3 Publicity and Invitations for the Event

We have a range of free Six Ways to Wellbeing templates, posters and invitations available for you to use to promote your event. You can access these here: <http://www.liveitwell.org.uk/ways-to-wellbeing/resources/>.

If you are holding a seminar or conference we have found www.eventbrite.co.uk a useful tool for handling invitations and information about the venue and it is free to use if you are not charging an entry fee. There are other online invitation services available if you do a browser search.

You should also make sure you get your publicity out early enough for it to be distributed and read - don't wait until every last detail of the event is finalised.

- gather address books together and email all your friends and colleagues
- promote the event via email
- use Twitter and Facebook and other social media platforms to promote the event for free; check it and retweet it with your own account – we will also promote your Six Ways to Wellbeing event for you on our platforms*
- invite people personally (particularly in the beginning), face to face contact cannot be underestimated
- physical posters in local community centres such as cafes, libraries, co-working spaces etc.
- ask your community and partners to spread the word with their contacts too
- depending on your event you might want to advertise in traditional press, or send press releases to TV, radio, local newspapers, etc.

Diaries can get incredibly full very quickly so we would recommend ideally 6 to 8 weeks initial notice of the event date for key individuals followed by the invitation at least a month before the event, this can and should be resent. Give yourself enough time to send and resend invitations, posters/flyers and reminders – don't drown people in the promotion of your event but a gentle reminder can help!

**We are happy to share details of your Six Ways to Wellbeing events with our social media networks, if you want us to do this please email the address in the footer and will do what we can to help – we look forward to hearing from you.*



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1.4 Before the Day

If you are holding an event which will include the Six Ways to Wellbeing 'table top' activities then you will need to ensure that you have the right equipment for each of the table activities as well as enough free resources and 'giveaways' to add extra interest in the event and to help to continue to spread the Six Ways to Wellbeing message. We have a range of resources you can order for free by using the online form found on this page: <http://www.liveitwell.org.uk/ways-to-wellbeing/resources/>

If you want to adapt our slides, again, please email the address in the footer stating what type of audience you are aiming to reach and we can provide an appropriate powerpoint presentation that you can then adapt for your audience.

For each of the Six Ways to Wellbeing activities we have found it useful to create a checkbox list to make sure you have all of the equipment and signs for each table, like the example, for Be Active below:

Six Ways to Wellbeing Activity	Activity Sheets	Done?	Equipment
Be Active: Bean Bags	Number sheet x 2		Bean Bags
	Activities Sheets x 3		
	Info sheets x 1		

In addition you may need:

- a delegate list (for signing in)
- name badges
- agenda for attendees (an example of the one we use is available in 2.2 below)
- feedback forms, if appropriate to the event



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Make sure that you run through the Six Ways to Wellbeing event with your Six Ways to Wellbeing Champions before the day. Things that you could cover are:

- who is setting up what
- nominating a 'meeter and greeter' to help people sign in and to direct them to refreshments and stalls – depending on the type of event this individual can mingle and help to engage people in activities and events throughout the day (remember this person needs a break too so have a nominated backup for them)
- where will everybody be on the day - does everyone know their roles and responsibilities, including if something goes wrong
- is the rota full, or do you need to do a last-minute ring round to fill some gaps
- do you have enough time, materials and people for setting up and clearing away

1.0 Day of the Event

2.1 Setting up

Get to the venue early you may have to get it ready which could mean re-arranging the furniture, setting up projectors, setting out the drinks, and setting up a welcome table with a signing in sheet (if appropriate). Ask your Six Ways to Wellbeing Champions to arrive early to help you set up, put up signs and set up tables as much as you are able to. Appoint someone to welcome attendees when they start to arrive.

Make sure you have enough time to get everything arranged out as well as time to have a drink and a rest before the event starts. That way you're nice and relaxed before attendees begin to arrive.



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2.2 The Event Itself

If you are holding a Six Ways to Wellbeing seminar it's a good idea to have an agenda with timings for the event. We have uploaded a blank version of the agenda that we use for our events which you can find here: <http://www.liveitwell.org.uk/?p=14336>. The agenda though is completely up to you and is dependent on the type of event you are holding. If you find our example not to be appropriate, then please feel free to adapt it to your needs. If you need help please contact us.

Think about the time that you have to talk about the Six Ways to Wellbeing, there might be just enough time to give a quick overview of the Six Ways to Wellbeing without any of the theory behind it (you could circulate this later if needed). Be realistic about what you want to cover. If you would like some of our slides please email the address in the footer stating what type of audience you want to want to reach and the type of event you are holding and we can provide slides that you can adapt.

Remember to give time for people to ask questions and if suitable encourage people to talk about their own wellbeing, we have found from our feedback forms that the discussions that people have are often what people value and remember most after the day. If you get stuck on a question don't panic! Take down the information that they want and contact details and get back to that person / group after the event. If you do get stuck we are here to help, please get in touch.

As the organiser you will be the main point of contact on the day, be prepared to; answer questions, take notes, move furniture, provide sticky tape, tidy up afterwards and more! Holding an event can be tiring but it is also a lot of fun and very rewarding always try to make an event as stress-free as possible by preparing well – remember your wellbeing is important too!

3.0 After the Event

If you have feedback forms these should be collated and reviewed soon after the event and should form part of the event debrief. A debrief should be held with your colleagues on the day after the event or soon as possible afterwards reflecting on what went well and what didn't go so well. Remember that the things that didn't go so well can always be changed the next time you hold a Six Ways to Wellbeing event. Learn



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from all of the highs and lows and be prepared to change things for your next Six Ways to Wellbeing event. Remember to thank everyone involved and follow up on any queries and information about the day to delegates / attendees.

4.0 Links and contacts

- Six Ways to Wellbeing – Stories and films: www.liveitwell.org.uk
- Six Ways to Wellbeing – Invitations, resources, suggested activity sheets: www.liveitwell.org.uk/resources
- For advice, help, slides or printed materials (pledge / Z Cards) email: mentalwellbeing@kent.gov.uk

This guide to holding Six Ways to Wellbeing events is collated from our experiences and while we have tried to cover most of the things that might happen and how best to prepare for an event we realise it is impossible to cover everything that can and will happen! We are always happy to learn from you so if you have suggestions and tips which we can add into this guide please send them through to us; we would love to hear from you.

The Mental Wellbeing Team, Kent County Council, Public Health Department

June 15

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