



TOP TIPS

FOR ORGANISING A CHRISTMAS CRAFT EVENT

STEP TWO:

Schedule

Think about the timings and plan for the night. If you want to include a talk, consider the best time to schedule this. Make sure your speaker knows their time limit and is aware of your aims for the night.

You may need to give a 'countdown' so people are able to finish the craft they are working on.

Delegate!

The whole event will be much easier if you have a small team of people around you. Think of people who can help you with the following six areas:

Set up

Decorate the room. A little something in the middle of each table and on the drinks table makes all the difference (see the idea sheet).

Some people like to create for the whole time and others like to have space to rest, relax and have a chat. Set up a coffee area where you can put out Christmas magazines and nibbles.

Welcome

Have a playlist/Christmas CD. Christmas carols are a must! Make sure you have people who will 'work the room'. Be ready to chat and mingle

I was just thinking...