

## How to organise a Green Week

1. Start early- spend the year aiming towards green week, keeping some of your best ideas for it. You don't want to end up with everything to do in the last few weeks.
2. Committee- make sure you have a strong committee with assigned roles so that one person doesn't end up organising everything.
3. Theme- choose a different theme for green week every year so you have something to focus on.
4. Involve- invite other societies and people to participate and help. They may have ideas and connections that you haven't thought of.
5. Freebies- get free things, such as pens, from local environmental organisations to give out during the week. They will raise awareness and attract people to your stand.
6. Competitions- run numerous competitions such as photography, table quizzes, green business, etc and have good sponsored prizes.
7. Workshops- have workshops that everyone can get involved in and learn something new, such as bike or grow your own workshops.
8. Quality, not quantity- don't overwhelm yourselves by planning too many events. Decide on 2/3 events and work really hard to make them great and have maximum attendance.
9. Creativity- a little creativity will go a long way in making your green week a success. Make everything big, bright and loud so that everyone knows it's green week. Use props that will grab attention.
10. Advertise- put up posters, hand out flyers, make Facebook events. After all your hard work you want as many people as possible to attend your events and get lots of new people involved.