

# How-to Host an Event on the NYC Tenant Movement History Timeline

**Pick your audience:** Who do you want to present the timeline to? Friends? Family? Co-workers? Students? Community members? Start by thinking about who you want to share this information with so you can better plan your event.

**Pick a date and time:** Based on your audience, what is the best date and time to have this event? Also, make sure you give your audience enough time to make space in their calendars for the event, while giving yourself enough time to promote it. If it is with family and friends, you may be able to pick a date only two weeks in advance. If you are planning a community event, you need to pick a date at least a month in advance.

**Select your location:** Based on your audience, where is the best place to host the event? An informal gathering of friends or family could take place at your home, while a more formal event for community members should take place at a public place. Reach out to a local library, church, school, or other community venues about hosting your event there. Consider picking a venue that is ADA accessible so people of all physical abilities can attend. Also, think about if you want a venue with audio and visual technology, such as microphones and projectors.

**Promote your event:** What is the best way to let your audience know about the event? Depending on who you want at your event, use social media, emails, and/or phone calls to get the word out. You can also create flyers to post in community spaces. Make sure to occasionally remind people about the event beforehand, and especially during the week it is going to take place.

**Decide on logistics:** Think about possible barriers for people attending and if you can make your event more accessible. For example, can you provide food and drinks at your event? Childcare? Interpretation?

**Plan the itinerary:** Before the event, look through the curriculum and resource packet we created in English or Spanish and decide how you want to facilitate your event. Please modify what we offer in the packet to best fit your audience and the time you have for your event. When thinking about time, note that we have done most of our events in 3 hours, but others have also done a series of shorter sessions.

**During the event:** Make sure to record your event by capturing your attendees contact information and taking pictures. Most importantly, enjoy the event that you put together and convey to your audience the value of the issue by perhaps telling them why hosting this event was important to you.

**After the event:** Let us know how it went by sending us an email at [info@righttocounselnyc.org](mailto:info@righttocounselnyc.org)! Include pictures that we can share on social media to encourage others to host an event. Follow up with those who attended your event to inspire them to host their own event!

