



TOP TIPS

# POST-EVENT GUIDE

**These tips have been created to support event planning and should be used in the lead-up to the event with a focus on post event.**

**1. Tidy Up After the Event:** Ensure all areas are cleaned, and materials are packed away properly once the event is over.

**2. Collect Feedback:** Gather feedback from attendees and volunteers. Use the feedback form template available on the MCB website at [www.visitmymosque.org](http://www.visitmymosque.org).

**3. Send Thank-You Notes:** Utilise templates from the resources page to send personalised thank-you letters to both attendees and volunteers.

**4. Share Your Event's Success:** Issue a local press release and share event photos to highlight your achievements and engagement.

**5. Hold a Feedback Meeting:** Convene with your team, including staff, volunteers, and trustees, to reflect on the event and discuss areas for improvement.

**6. Host a Volunteer Appreciation Dinner:** Organise a dinner to thank volunteers and staff for their dedication and hard work.

**7. Engage with Attendees:** Follow up with attendees, including non-Muslims, and invite them to future mosque events such as Iftar during Ramadan or other community activities.

**8. Plan Early for Next Year:** Start preparations for the next "Visit My Mosque" event a few months in advance to ensure smooth planning and execution.

**9. Create a Post-Event Report:** Summarise the event's success, key takeaways, and areas for improvement in a post-event report.

**10. Organise School Visits:** Collaborate with local schools to arrange visits, providing students an opportunity to learn about Islam and see the mosque.

**MCB** MUSLIM COUNCIL  
OF BRITAIN

