



TOP TIPS

PRE-EVENT GUIDE

These tips have been created to support event planning and should be used in the lead up to the event.

1. Finalise a Date and Time

- Confirm the date and time for your Open Day well in advance.

2. Review MCB Resources

- Visit www.visitmymosque.org to access resources that will help prepare for the event, including:
 - MCB logo
 - VisitMyMosque logo
 - Sample invitation letters (Generic, For Local Faith Groups, For Local Stakeholders)
 - Sample posters
 - Sample press release
 - Sample name badge templates for volunteers
 - Hosting an Open Day guide
 - Your easy guide to visiting a Mosque

3. Prepare a Poster

- Create a poster to advertise your event, using one of the MCB poster templates if necessary.

4. Invite Guests

- Compile a list of people to invite, ensuring a mix of local stakeholders, neighbours, the general public, and work colleagues. Encourage your congregation to invite their colleagues and non-Muslim neighbours.

5. Use Template Letters

- Edit and personalise the invitation letters available at www.visitmymosque.org

6. Conduct a Risk Assessment

- Ensure a thorough risk assessment is completed for the event.

7. Check Safeguarding Policy

- Make sure your safeguarding policy is in place and up to date.

8. Promote Event Locally

- Launch a local promotion campaign. Use MCB's guides on social media and media engagement to support your outreach.

9. Recruit Volunteers

- Recruit experienced, vetted volunteers and allocate specific roles. Ensure an induction for all volunteers and ensure female volunteers are part of the team.

10. Plan Activities for the Day

- Organise a schedule of activities and plan the setup for the day to ensure smooth event execution.

MCB MUSLIM COUNCIL
OF BRITAIN

