



## Citizenship Age 10-11: Organising an Event

### Introduction

This activity makes use of an online event organiser. *Event Elephant* makes it possible to prepare a small web presence and to send out emails to publicise an event. If the event is free, then use of the facilities is also free. In this activity it is used to support an event which fits in with Citizenship objectives.

### Resources

- Web browser and internet connection
- *Event Elephant* URL – you need to register, but this is free
- Idea for a fund raising or awareness raising event

### Previous learning

The children will need to be fairly competent in following online instructions. An ability to use basic word processing skills and to prepare digital images will help. The teacher needs to be aware of the school's internet safety policies. Work on a particular citizenship issue will need to be covered before the actual event.



### Learning objectives

Children will learn:

- that everyone can contribute to an event in their own way
- to recognise the role of voluntary, community and pressure groups
- to develop skills of participation and responsible action
- to put ICT skills into practical use

### What to do

As a group discuss the aims of the fund raising or awareness raising event. Locate as much resource material as possible to enable the group to understand these aims. Look on the internet, collect leaflets, send emails, write letters, and ask adults.

Formulate an idea for the event. Put together answers to the key questions:

Where will it take place?

When will it be?

What will we need to do before the event?

What will we do at the event?

What will we call the event?

Who will we invite?

Do we want to raise money for a charity or are we just presenting information?

Try to clarify these points in detail. Record the final decisions. Somebody perhaps could make notes of the decisions made during the discussion. Proceed with organising the event itself.

Decide if *Event Elephant* would be a useful tool for your event. If you charge people to attend, there would be a fee for using *Event Elephant*. If the event is free, and there is no need to set up any payments via *Event Elephant*, then use of the site is free. This facility will be useful if the intended audience uses the Internet and there is access and permission to use email address contact details. Check on the school's safety policy etc. with reference to all of this work.

Look at the *Event Elephant* website. If you watch the introductory video you will see examples which have been completed. Also if you select the schools option of the 'Current Spotlights' tag it will take you to an area specifically designed for schools.

When you are ready to set up your event, you will need to register. You can then begin organising your event. You will need to work through the menus. The work can be saved and returned to at any time. The back button will enable you to go back and modify what has been done. You might want to split up the work, asking different groups to word process text (to copy and paste) or take photographs, or even draw logos and cartoons.

Once your mini website is ready you can use the database to send out notifications by email to people you want to invite.

NB. You may want to devise a method of making sure that the website is checked before it goes live. The amount of teacher supervision is up to the individual. You may, for example, want to keep the login and password confidential.

### **Differentiation**

There are many different tasks in this activity, so there should be something to suit everybody.

### **The role of ICT**

This enables use of digital modes of communication to be used to good effect. The event can be set up and modified as much as required. The multimedia nature of this site means that it is very appealing and can be used to get across the required message well.

### **Follow-up suggestions**

If the *Event Elephant* site works well it can be used for class assemblies, parent's evenings and any other function for which no entrance fee is charged.

### **Assessment**

Did the publicity have the desired effect?

Were the children able to plan and organise the event largely independently?

### **Weblinks**

Event Elephant Home Page

<http://www.eventelephant.com/>

Event Elephant School's overview

<http://www.eventelephant.com/education>

Factmonster calendar – some useful dates for each month are included here

<http://www.factmonster.com/year/calendar-2009.html>

Teachernet events calendar

<http://www.teachernet.gov.uk/Eventscalendar/>

Event planning calendar

<http://eventplanning.about.com/od/eventplanningbasics/qt/2009-calendar.htm>