



## FIRST STEPS:

Hosting this event is a lot of fun, but also may require a bit of planning. Depending on your event, you might need to fill out a few forms, get consents or even apply for funding.

These events can be as casual or as organised as you want them to be. Anything from a low key meet-up in a park with friends, right up to a large scale, formal community event. It's up to you and your neighbourhood!

So have a think and a kōrero with your neighbours about what you are up for, how much planning you need to do, what help you need, and who can pitch in!

It doesn't have to cost a lot to host an NDA event. Remember our 3 B's: Bargain, Borrow or Barter

Some questions to ask yourself might be:

- Who is part of the organising team? Planning events on your own is no fun, so you might want a team of people to help out. Many hands make light work, and it's also a great way to connect and make new friends.
- What would you like to do? Is it a casual picnic in the park, or something more formal? Will you need marquees? Picnic blankets?
- Who is invited? Is it a small local group? Your street? The whole suburb? Or is it open to everyone?
- Is there a commercial element to your event or is it all community? Will you invite local businesses to have stalls? Will there be food for sale? Will they need power?

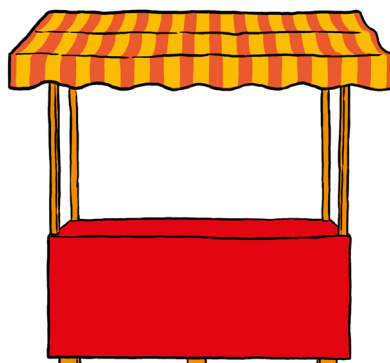
## GETTING ORGANISED:

There are some great online tools that can help you put on an event like this:

- [Active Network: Event Planning Checklist](#)
- [Wellington Council: 'Get Set Go!' Guide](#)
- [Auckland Council: Checklist for event organising](#) and their [Licenses and Regulations Management page](#)

## FOUR EASY STEPS

1. Get a group together
2. Get clear
3. Get permission
4. Have fun!



Check in with your Local Council to see if you need to apply for permits. they're also a good place for grants!