**Events for everyone: a toolkit**

**An accessible workshop to add a few key tools to our event organiser skill set, for using in 2018 and beyond!**

**11th July 2018**

**Institute of Historical Research, Senate House, Malet St, London WC1E 7HU (Wolfson Room NB01)**

**Programme**

10.30-10.45am Tea and coffee

10.45-11.00am **Welcome**

Linden Groves, the Gardens Trust

11.00-12.00pm **Stealing the Limelight: Some Publicity Tips**

Jane Bevan, Firebird PR

12.00-1.00pm **How did it go?: Simple**

**Evaluation Ideas**

Phyllida Shaw, Evaluator

1.00-2.00pm Lunch (provided)

2.00-3.00pm **Heritage Open Days**

**Step by Step**

Sarah Holloway, HODs

3.00-4.00pm **A welcome for all**

Linden Groves

4.00-4.30pm Discussion

5.00pm Close

**This event is a 5 minute walk from Repton’s Russell Square – do take time to join us for a visit before catching trains!**

This training day is free of charge but has a limited capacity so places need to be booked via [repton@thegardenstrust.org](mailto:repton@thegardenstrust.org). Deadline for bookings – 9 July.