

Thinking about organising an Event?

On this page we have put together information and documents which might help you.

Any Editor or Administrator of the Transition Town Worthing (TTW) [Facebook page](#) can create an event.

If you are a Member (i.e. not an Editor or Administrator), you can either:

- **Message the details of the event to an Editor/Admin.** Details must include:
 - o Name of the event
 - o Location, ideally with postcode
 - o Start date & time
 - o Finish date & time
 - o A brief description of the event, including any links to external information & partners
 - o Confirm whether the event is free to attend
 - o Event photo (optional, but encouraged)

Or, if you think you are likely to organise more events in the future

- **Request Editor access to the TTW Facebook page**, by messaging an Administrator (another Editor will not be able to grant you access). Your request will then be considered by the Administrator team and/or Steering Group and approved or denied. The team will always contact you to discuss any reason(s) why they cannot grant you Editor access.

When organising an event, please ensure that it fits with Transition Town Worthing's ethos and constitution ([Charter](#) & [Constitution](#)) and please, no events related to protests.

TTW is about positive local action to improve Worthing's resilience to climate change, peak oil and a changing economy.

Public Liability Insurance

TTW has organised Public Liability Insurance that should cover most events organised by TTW. Details are available from Katie Gander. One of the conditions of this insurance policy is that any events to be covered by it must be agreed by the Steering Group and details included in their meeting minutes. If you require insurance cover please contact a member of the Steering Group.

Child Protection Policy

This is a requirement of our Public Liability Insurance and is increasingly required by organisations (particularly Local Authorities) when we hire / use their facilities. TTW has adopted a formal [Child Protection Policy](#).

Hopefully this will never be required, but if you have any concerns about inappropriate behaviour towards children or vulnerable adults please contact our Designated Child Protection Person, Lianne Webb.

TTW Logo



[This is available for anyone creating publicity for a TTW event.](#) Please do not use it to endorse campaigns / protests or for non TTW events, unless this has been cleared by the Steering Group first.