WILDFIRE-READY COALITION OF NEVADA COUNTY	How To: **Conduct a Successful Community Event**
PURPOSE	One of the requirements of maintaining Firewise Community recognition is to hold at least one community outreach/education event each year. The purpose of a community event is to develop camaraderie, build core "Neighbor Helping Neighbor" relationships, educate members on wildfire readiness topics, and encourage a sense of common purpose. Importantly, these events are used to fulfill tasks listed in your Three-Year Action Plan.
STEPS	1. **Work with your committee to develop event ideas.** Many FWCs have found success providing one of the following options: a. **Wildfire Community Preparedness Day** (aka Firewise Day). Typically held the first weekend of May, this is the national observation day that encourages people and organizations everywhere to come together on a single day to take action to raise awareness and reduce wildfire risks. Participation is optional. There are tools available on the National Fire Prevention Association (NFPA) website to help plan such an event. b. **Community Work Day.** The beauty of a firewise work day is that you can train your neighbors on the Work Day topic, gain hours and costs for your annual report, and inspire neighbors to apply these new skills on their own street. See the "How to Conduct a Successful Work Day" guide for more information. Community Work Day examples include: i. Hosting a FREE green waste event, ii. Pulling Scotch broom or manzanita stands, iii. Clearing ladder fuels along private roads, iv. Select an elderly/disabled neighbors home for defensible space work. v. Hand out education/invitation to the community flyers throughout the neighborhood. c. **Onsite Community Meeting**. A community meeting allows you to meet with neighbors at a preferred location, provide an accomplishments overview and year ahead plan, share "Table Topic" educational materials, and provide a Keynote

Speaker. This onsite meeting opportunity fosters relationship building. Sharing snacks or pizza is always appreciated.

There are many meeting place options to consider that are low cost or no cost. (Be advised that some event spaces may require an event day liability insurance policy.) Options include:

i. Library
ii. Government Office Public Meeting Room
iii. Non-profit halls (Church, Rotary, Associations)
iv. Park (open air and event centers)
v. Neighbor's front yard

d. **Remote (Zoom) Community Meeting.** A Zoom meeting removes a lot of the logistical planning required by an onsite meeting. You will need access to a Zoom account. You can prepare a powerpoint and share your screen with your audience. You can highlight the same information as the onsite meeting and still provide a keynote speaker. While there may be no snacks or pizza, there will be plenty of "food for thought."

e. **Neighborhood BBQ**. Who doesn't love a good ol' fashioned bar-b-que? A potluck type event provides a relaxed "Neighbor Helping Neighbor" event that still provides time to share updated and education. Why not invite a local fire fighting hero to join you and share the latest wildfire resiliency information?

f. **Neighborhood Walk.** No muss, no fuss! Set your starting point and ending point. Not too long and pick a route that can accommodate scooters. The purpose of a neighborhood walk is to point out good examples of home hardening and defensible space and those that are ripe for improvement. This can also be used to develop a project list for future events.

g. **Evacuation Route Drive.** Know Your 5 and Get Out Alive! This event can be done as a group or individually with a "feedback loop" to the committee. Provide a map highlighting your main evacuation routes and encourage members to drive them and observe any obstructions and/or points of congestion. These are eye-opening events and can also lead to future Work Day projects.

h. **And more! Be creative.** What "speaks" to your community?

2. **Set Your Date.** Work with your committee to select the date that will encourage the greatest attendance. Holiday weekend? No.

	Highly traveled vacation weeks? No. Annual event date (children's fair, car show, vendor fair) for your community? No. A little planning with your community calendar will ensure your event does not conflict with other area or neighbor events. 3. **Assign Event Tasks**. Work with your committee to write a list of tasks related to your chosen event. Solicit volunteers for each task and obtain their commitment. Ensure each volunteer understands the deadline associated with their task. Encourage your volunteers to notify you of any difficulties with completing their task AS SOON AS POSSIBLE! If any tasks require funds, identify how funds will be raised, applied, and tracked. 4. **Save the Date!** Communicate your event plan and date to your community. The more advanced notice, the better. Be sure to send follow "Reminder Prompts" the month before, the week before, and the day before. In addition to email, consider roadside signs and social media message boards. 5. **Prior to Event Day Check In.** Check in with event volunteers, at appropriate intervals, to ensure all tasks are being completed timely. Reassign tasks as necessary. We aren't going for a perfect event and we do want it to occur as scheduled. 6. **Event Day Check In.** Check in with event volunteers the morning of the event. Ensure all are feeling accomplished and excited for the event. Let the little things go – no one will notice except you. The key is to be flexible. We want a positive experience for our community. 7. **Post Event Day Check In.** This is the opportunity to share "lessons learned," prepare "Thank you" notices, share an event day accomplishments email to your community, and collect data on attendance and event hours and costs for your annual report. 8. **Take a Well Deserved "I/We did good!" break.** You are amazing and contribute so much to your community. You are APPRECIATED and what you do MATTERS and SAVES LIVES!
TIPS	• Pick a simple event for your first. You can build from there. • Ask for help. Enlist volunteers. • Ask other Firewise Communities what they have done. • Your CALFIRE, Local Fire District, Local Forester, OES, Fire Safe Nevada County Coalition are here to support you. Reach out and form relationships.