









Event Holders' Guide to Planning a Silver Surfer's Day Event 2009: The Quick Guide

The full 23-page 'Event Holders' Guide to Planning a Silver Surfers' Day Event 2009' gives detailed information about every aspect of running an event on or around May 15th. You can download it from www.digitalunite.com.

But this Quick Guide is an overview that shows you at a glance just how easy it can be to plan an IT taster event for older people that's fun for everyone and genuinely life-changing for your visitors.

	TO DO	Tick Box
1	Choose a Day Simple – we've done it for you. Friday, May 15 th – Silver Surfers' Day. But if you can't do May 15 th , pick a day near it.	
2	Choose a Time An hour or two, a whole day, it's up to you.	
3	Get a Room... ...with a computer and internet access. That's all you need.	
4	Get a Boffin or 'Technical Helper' You don't need a rocket scientist, just someone who knows computer basics and can make sure it's working.	
5	Get a Tutor (This could also be your boffin.) It's someone who can show your guests how to use a computer. We're talking BASICS here – use a mouse/ search the net – not advanced HTML programming. So don't be daunted. It could be you...	
6	Get the Learning Mini-Guides We publish free mini-guides that make it super easy to teach people and explain computers. They're at www.digitalunite.com .	
7	Get some participants Our media guide will help you, but you don't need hordes. Introduce 3 new people to the Net and you've done something great. There's probably willing participants nearer than you think... residents, grandparents, local groups...	
8	Enjoy the Day	

For More Help & Advice....

As well as the full Event Planners Guide, there's lots of help available on our site (www.digitalunite.com) and people you can 'chat' to online. All we ask in return is that you register your event so we know you're talking part.