



## Event Holders' Guide to Planning a Silver Surfer's Day Event 2010: The Quick Guide

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.

We will be publishing a full **Event Holders' Planning Guide 2010** in January: This aims to get you started. If you want more details, see the 2009 Guides which are at <http://silversurfers.digitalunite.com/holding-an-event/planning-guides/>

	TO DO	Tick Box
1	<b>Choose a Day</b> Simple – we've done it for you. <b>Friday, 21 May 2010</b> – Silver Surfers' Day. But if you can't do that day, pick a day near it.	
2	<b>Choose a Time</b> An hour or two, a whole day, it's up to you.	
3	<b>Get a Room...</b> ...with a computer and internet access. That's all you need.	
4	<b>Get a Boffin or 'Technical Helper'</b> You don't need a rocket scientist, just someone who knows computer basics and can make sure the computers are working when you need them.	
5	<b>Get a Tutor</b> (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	<b>Get the Learning Guides</b> We publish free guides that explain how to use computers and the internet. They're at <a href="http://learning.digitalunite.com/">http://learning.digitalunite.com/</a> .	
7	<b>Get some people who want to find out what the Digital World can offer them.</b> Our media guide will help you to publicise your Event(s). Don't worry if you only have a few. 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	<b>Enjoy the Day</b>	