










Event Holders' 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.

For more details on all of these steps, see the Event Holders' Planning Resource. Find a link to it at <http://silversurfers.digitalunite.com/>

| | TO DO | Tick Box |
|---|---|---|
| 1 | <p>Choose a Day</p> <p>Simple – we've done it for you. Friday, 21 May – Silver Surfers' Day. But if you can't do 21 May, any day near it will be fine.</p> |  |
| 2 | <p>Choose a Time</p> <p>An hour or two, a whole day, it's up to you.</p> |  |
| 3 | <p>Get a Room...</p> <p>...with a computer and internet access. That's all you need.</p> |  |
| 4 | <p>Get a 'Technical Helper'</p> <p>You don't need a rocket scientist, just someone who knows computer basics and can make sure it's working.</p> |  |
| 5 | <p>Get a Tutor</p> <p>(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...</p> |  |
| 6 | <p>Register for the Event Holders' Forum</p> <p>We've set up a special online forum for Event Holders to share ideas, experiences, even problems. You'll be part of a community of like-minded people.</p> |  |
| 7 | <p>Get the Learning Guides</p> <p>We publish free guides that you can use as handouts for your visitors. They're at http://learning.digitalunite.com/.</p> |  |
| 8 | <p>Get some people who want to find out what the Digital World can offer them</p> <p>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...</p> <p>If you want more publicity, we've got Media Advice for you.</p> |  |
| 9 | <p>Enjoy the Day</p> |  |