



COMMUNITY BUILDING

How to organise a Family Day

BEGINNER

→ A FAMILY DAY IS A POWERFUL MOMENT FOR YOUR COMMUNITY. IT BRINGS MEMBERS TOGETHER, SHARING EXPERIENCES AND REMINDING THEM THEY'RE NOT ALONE, WHILE STRENGTHENING YOUR COMMUNITY'S BONDS.

OBJECTIVES:

- **Strengthen bonds** within the PID patient community.
- **Educate families** on important PID-related issues.
- Showcase your organisation's **achievements** and **upcoming projects**.
- **Encourage volunteer participation and active engagement**.
- Foster a sense of **belonging** and **emotional support**.



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STEP BY STEP:

1

BUILD AND MAINTAIN A MEMBER DATABASE

- Before planning begins, keep an **up-to-date list of members and supporters** to ensure effective communication and invitations.

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SET CLEAR GOALS

- Define **what you aim to achieve during the Family Day**. These might include:
 - **Organisation update:** Share recent achievements and progress to connect members with your journey, highlighting that while big changes take time, important steps are being made.
 - **Involvement:** Present future initiatives and explain their impact on the PID community, encouraging members to volunteer and get involved.
 - **Education:** Host sessions featuring medical advisors from your MAP, or other experts who can share valuable insights on relevant topics for your community.
 - **Gather Feedback:** Take this opportunity to ask your members' input on their needs and what matters most to them. This will help the organisation grow in the right direction and strengthen community involvement

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PLAN A SOCIAL PROGRAM FOR ALL AGES

- Family Day should also be **fun and interactive**. Consider activities such as a picnic, concert, face painting, yoga, and so much more.

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STEP BY STEP:

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ORGANISE A PID INFORMATION MARKET

- Invite organisations that offer services or products beneficial to the PID community to set up booths. This could include:
 - **Support groups:** mental health and counseling services.
 - **Medical equipment and homecare suppliers:** providers of devices, homecare, and assistive tech that can improve daily life for patients.
 - **Insurance and financial planning services:** offer advice on health coverage and long-term financial planning tailored to chronic conditions.
 - **Therapeutic and coping programs for children:** creative coping strategies, such as art therapy, music therapy, or other programmes.

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SELECT A DATE AND VENUE

- **Choose a date well in advance**, ensuring it doesn't conflict with other local or major events. **Find a venue** that is accessible, child-friendly, and spacious.

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PREPARE A BUDGET

- Make sure you **include all items** such as venue rental, transportation, food, and other expenses. Find more tips in the ["How to Create a Budget"](#) tool.

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STEP BY STEP:

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SECURE FUNDING FOR THE EVENT

- **Explore funding options** like sponsorships, crowdfunding, donations, or in-kind contributions. Check the [Fundraising tools here](#) for more ideas.

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PROMOTE THE EVENT AND INVITE YOUR MEMBERS

- **Create excitement around your Family Day** by using various communication channels:
 - **Send personalised invitations** via email or post.
 - **Promote the event on social media** with a focus on engaging content, visuals, and countdowns.
 - **Highlight the benefits of attending**, like learning opportunities and community-building activities.

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CAPTURE AND SHARE THE EVENT

- During the event, designate someone to **take photos and videos** to document the day. **After the event:**
 - Share the best moments on your **social media platforms**.
 - Send a **post-event email** to attendees with a recap and thank-you message.
 - Include a few highlights in your **newsletter or annual report**.

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STEP BY STEP:

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ASK FOR FEEDBACK

- After the event, **collect feedback from participants**.
- Use a **mix of questions** rated on a scale of 1-5 and open-ended questions for personal comments.
- You can also consider providing a **QR code at the end of the event** to make it easier for participants to share their thoughts.
- This feedback will **help you plan future events and report outcomes** to any sponsors if needed.

TIPS

- Use **branded materials** (t-shirts, banners) around the venue to raise awareness of PID among the general public.
- Keep **activities engaging but balanced** - ensure educational parts don't feel too heavy, and the social components are fun but respectful of everyone's limitations.
- Ensure the **venue and event materials are accessible to all**, including those with mobility issues or special needs, to create an inclusive atmosphere.

