Thinkin Process

Start building your contact database as soon as possible, including both individuals and organisations. Use the checklists in the WOW Pack for guidance

Set the dates - see the WOW Pack for guidance on timings

Send out invitationsabout 6 weeks to a month before and collate responses. We like using Google forms - at allows you to keep track of RSVPs easily..

Regularly check your response list for diversity. Pay particular attention to who isn't there and target those groups. Pick up the phone to them or visit them to build trust.

Send a reminder email to all those who attend a couple of days before.

WOW THINKINS

Write to all attendees to thank them and explain next steps. Remind them of the dates of your WOW if you have them.log the fact that they attended in your database/ it's useful information to have

Type up the notes

Circulate to all who attended

You can then get to work working on the ideas that came out of it.