



TIPS FOR ORGANIZING LABYRINTH EVENTS

1. Create a Team of qualified, talented, and inspired people to help with the event.
 - Start this process 6-12 months in advance.
 - Set up a series of planning meetings. The team should agree on the communication venue used such as Google Workspace or other ways to work together. All may contribute to the schedule and lists but one person should be designated to be responsible for regular updating of the documents and email follow up. Think creatively when confronted with road bumps.
2. Set up calendars, and a schedule of deadlines leading up to the event date.
 - Craft lists of action items, and assign tasks based on the skills of the team.
 - Create an agenda for the day of the event (speakers/refreshments/music etc).
 - Create a system and deadline for RSVPs.
3. When creating a tour of several labyrinths, map out the open public labyrinths in your area. Use your team's knowledge and the [Worldwide Labyrinth Locator](#).
 - Configure labyrinth groupings, based on the locales and travel times.
 - Verify that labyrinths exist and are still walkable. Visit and take photos. Communicate with contact person(s) to invite them to be a part of the event.
 - Create a map to each location for reference and for future local/regional events.
 - For a WLD event, decide if the walk will be simultaneous "*Walk as One at 1:00*". If more than one labyrinth location has been set up, you could create a series of scheduled walk times and organize a pilgrimage between the several labyrinth locations.
4. Create a budget for PR materials, travel expenses, and entertainment such as music, handouts, object lessons, props for altars, or bubbles for children. Ask for in-kind services and donations where needed.
5. Use available promotional materials such as local and TLS event calendars. Let the participants know that the event will be promoted by your local efforts. For a World Labyrinth Day event, see the [World Labyrinth Day website](#). World Labyrinth Day events will be promoted globally through TLS and the WLD partners.
6. Consider holding workshops to build awareness. TLS Community Workshops provide this opportunity. For World Labyrinth Day events, use the Pre-WLD workshops to build interest.
7. Contact local radio, TV, newspapers, magazines, and affiliated groups with newsletters. Build your social media campaign and use all available event listing options (TLS and/or WLD).
8. Do your post-event follow-up, such as thank you notes, collecting photos, feedback forms, and official TLS/WLD surveys.