

first event

1 - Decide if you are offering a big introductory event, or some small ideas within the church or a conversation starter. Is it possible that you could fill a slot in someone else's agenda?

2 - Decide who you need to speak to as early as possible. Are there people who need to be consulted ?

3 - What's special about *ALTER*nativity? Refer to the [About](#) page to ensure that your event is *ALTER*nativite. Ask yourselves:

- Does it challenge the excessively commercial aspects of Christmas?
- Does it reflect the simplicity of the original story?
- Are the biblical characters real or cardboard cut outs?
- Does it challenge the unsustainability of Christmas? (For example, the levels of waste increase tenfold in the West over the month of December. Women run themselves into the ground to make the celebration "perfect".)
- Does it reflect the question of celebration in a world where half God's children are starving?
- Does it encourage people to take time and not just add to the busyness of the season?
- Will it be an attractive alternative?

4 - How can you evaluate the success of your venture –however small or large? Find a way of hearing from people in January.

checklist for an event

- Agree date and timing
- Venue: Is it big enough/appropriate? How much will it cost?
- Agree costs for participants
- Cover expenses
- Refreshments
- Advertising costs
- Advertising
- Leaflets
- Posters
- Response slips
- Local mailings
- Target group
- Workshops/sessions offered
- Who can lead? What will they need? Remit clear?
- Creche
- Children's programme
- Catering
- What's on offer? Who is responsible? Included in the fee?