



Celebrating three decades, shoulder to shoulder.

CONNECTION COMMUNITY CAMRADERIE

**Men's Shed Week 2023**  
**EVENT ORGANISER'S GUIDE**



**AUSTRALIAN  
MEN'S SHED  
ASSOCIATION**  
Shoulder to Shoulder



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# What is Men's Shed Week?

Men's Shed Week is an annual event that aims to raise community awareness, knowledge and interest in Men's Sheds around the country. **This year Men's Shed Week will be held from Sunday 3 September to Saturday 9 September.**

Men's Sheds are vital community investments delivering programmes and activities that foster community spirit and contribute to building a more inclusive Australia. Men's Sheds not only play important roles in the overall improvement of health and wellbeing but also positively engaging within their community for the benefit of their community.

**This year's theme is "30 Years of Sheds".**

For many Australian men the local Men's Shed offers somewhere to go, something to do and mates that make it all worthwhile.

Since the first community shed for men opened its doors in 1993, the Men's Shed community has grown to encompass more than 2,500 Sheds in 12 countries.

Today 1,297 Men's, Women's and Community Sheds benefit from membership of the Australian Men's Shed Association. A figure that surpasses even the number of McDonald's restaurants around the country.

Known by many as a place where older blokes can go to tinker and have a cuppa, to the wider Australian public there is still some mystery around what goes on at the local shed. And truth be told, the detailed picture varies from shed to shed, depending on the members within its walls.

Despite any standing mystery, what is well known is the value Men's Sheds add to local communities: connecting men, improving health and wellbeing outcomes, and positively contributing to almost 1,300 vibrant and thriving communities around Australia.

The first community shed for men, 'The Shed at Goolwa Heritage Club', opened in Goolwa (South Australia) in February 1993.

"The 30th anniversary of the birth of Men's Sheds is truly significant for thousands of men and their communities," said AMSA Executive Officer David Helmers.

"30 Years of Sheds is a celebration of three decades of connection, community and camaraderie built on the shoulders of Shedders around the world," said Mr Helmers.

30 Years of Sheds highlights significant 'shedding' milestones whilst acknowledging that the true success and impact of the Men's Shed movement is owed to a community of people (mostly volunteers) that built and continue to drive the movement forward.

"One of the most wonderful things about the Men's Shed movement is that it has been a grassroots and community effort at all levels," said Mr Helmers.

"The movement is not a product of one man or woman's idea as there have been, and continues to be, many great contributors to our still growing community," he said.

## Why get involved?

By holding an event in Men's Shed Week, it provides the ideal opportunity to:

- Promote your Men's Shed throughout your community
- Show appreciation for your community's support
- Showcase your activities
- Acknowledge those who have made significant contributions to your Shed
- Engage with local health, government and community services
- Attract new members

The event can be small or large – but most importantly it should celebrate the diversity of members and activities in your Shed and highlight the benefits of Men's Sheds to your guests.

## How to get involved



### Celebrate

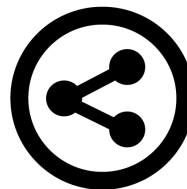
Hold an event – large or small – to celebrate during the week. Use this event guide to help you plan.



### Promote

Contact your local media outlets to generate some interest in your shed during Men's Shed Week. We've provided a media release template to get you started.

Don't forget to reach out to your government representatives and get them involved in a visit to the shed.



### Share your stories

Get involved in Men's Shed Week on Facebook and Instagram!

Share a story, photograph or video showcasing connection, community and camaraderie at your Men's Shed. Use the hashtags  
#MensSheds2023 #30YearsofSheds



Australian Men's Shed Association



@australianmensshedassociation



#MensSheds2023 #30YearsofSheds

## Host a Birthday BBQ to celebrate 30 Years of Sheds

To get you in the mood for celebrating, we've got 30 Birthday BBQ packs for Men's Sheds hosting a 30 Years of Sheds celebration during Men's Shed Week.

Register to host your Men's Shed Week Birthday BBQ to receive:

- \$100 Prepaid VISA gift card, for catering
- 30 Years of Sheds Birthday Bunting
- 30 x 30 Years of Sheds edible cupcake toppers
- 10 x 30 Years of Sheds lapel pins
- 30 Years of Sheds Birthday BBQ invitation template
- 30 Years of Sheds Birthday BBQ poster template
- 30 Years of Sheds Birthday BBQ VIP invitation template
- 30 Years of Sheds Birthday BBQ local media release template

Email [events@mensshed.net](mailto:events@mensshed.net) to register your event.



# Prepare for a great event

There are countless ways to be a part of Men's Shed Week and there is no limit to the size or type of event you can hold. Simply participate in a way that is meaningful to your Men's Shed. Organising a Men's Shed Week event is not difficult – there are plenty of people who will assist you. If you would like further information, to initially discuss your idea or need some direction please contact AMSA.

## Step-by-step

1. *Discuss* the idea with members. You'll need their support and help.
2. Form a *small committee* to drive the planning and delivery of the event.
3. Delegate tasks and meet on a regular basis.
4. Lock in a *date and time* to run the event.
5. Develop a working *budget*.
6. Develop an *event programme*.
7. Determine who is going to act as *M.C.* for the event.
8. Develop an *invitation list*.
9. Develop *promotional material* and a *media strategy*.
10. Make sure you include a *photographer* to capture the day.

## Budget

When planning an event you need to consider the following budget items:

- Equipment Hire i.e. PA System
- Catering
- Printing, stationery

## Equipment

What equipment will you need on the day?

- PA system & microphone
- Plenty of table and chairs
- Barriers in areas that could potentially impact on the safety of visitors

## Catering

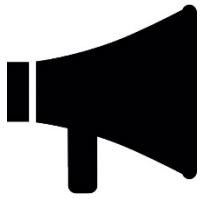
### Morning Tea Only

Cakes, biscuits, slices, hot finger food, fruit- tea, coffee, water, fruit juice.

### Lunch

The easiest catering method is to offer a BBQ or a buffet style lunch

- Buffet with several stations
- Hot chickens and BBQ/or a selection of cold meats
- Bread/bread rolls/butter
- A variety of salads
- Desserts or cakes/biscuits/fruit platters
- Tea, coffee, water, fruit juice



# Promoting your event

Once you've planned the details of your event, it's time to start promoting it.

Promotion is about making sure the right people know about and attend your event. Promote your event wherever and whenever you can.

- Send personal invitations - there may be specific people you wish to invite from government or business.
- Use your networks
- Write a media release
- Contact local media outlets – advertise your event and highlight to your local media outlets what Men's Shed Week is and why your Men's Shed is important to the local community
- Invite local media to the event
- Set up an event page on Facebook
- Advertise in local newsletters, event calendars and community notices

## Promotional Resources

You can download templates for customisable promotional material including a media release, promotional posters and the Men's Shed Week logo, from [mensshed.org/event/mens-shed-week-2023-celebrating-30-years-of-sheds](https://mensshed.org/event/mens-shed-week-2023-celebrating-30-years-of-sheds)

## Invitations – Suggested Guests

- Your Local Federal and State Member
- Mayor/Local Government councillors
- Health Service representatives
- Representatives from community agencies
- Supporters of the Men's Shed such as businesses, people who have donated items etc



# The Big Day

## The Day Before

- Gather volunteers for full briefing
- Distribute a final run sheet outlining event programme, timings and responsibilities
- Set out different areas (e.g. guest registration, entertainment)
- Circulate contact list with mobile numbers
- Contact media, if attending
- Get your equipment packed and ready to go
- .....
- .....
- .....

## On the Day

- Have plenty of activities
- Display your workmanship
- Maybe a demonstration e.g. woodturning
- Take lots of photos
- Share photos on your Facebook page (use the hash tag #MensSheds2023 #30YearsofSheds and/or tag @AustralianMensShedAssociation in your posts)
- .....
- .....
- .....

## After the Event

- Removal of equipment and rubbish
- Thank you letters to volunteers, entertainers, supporters and special guests
- Engage and ask for feedback
- Close off budget
- .....
- .....
- .....



# Contact information

For further information, visit  
[mensshed.org/event/mens-shed-week-2023-celebrating-30-years-of-sheds](https://mensshed.org/event/mens-shed-week-2023-celebrating-30-years-of-sheds)

Email [events@mensshed.net](mailto:events@mensshed.net)

Phone **1300 550 009**



#MensSheds2023 #30YearsofSheds

