

Tips & tricks for running a health event

10TH NATIONAL MEN'S SHED GATHERING



**AUSTRALIAN
MEN'S SHED
ASSOCIATION**

Shoulder to Shoulder

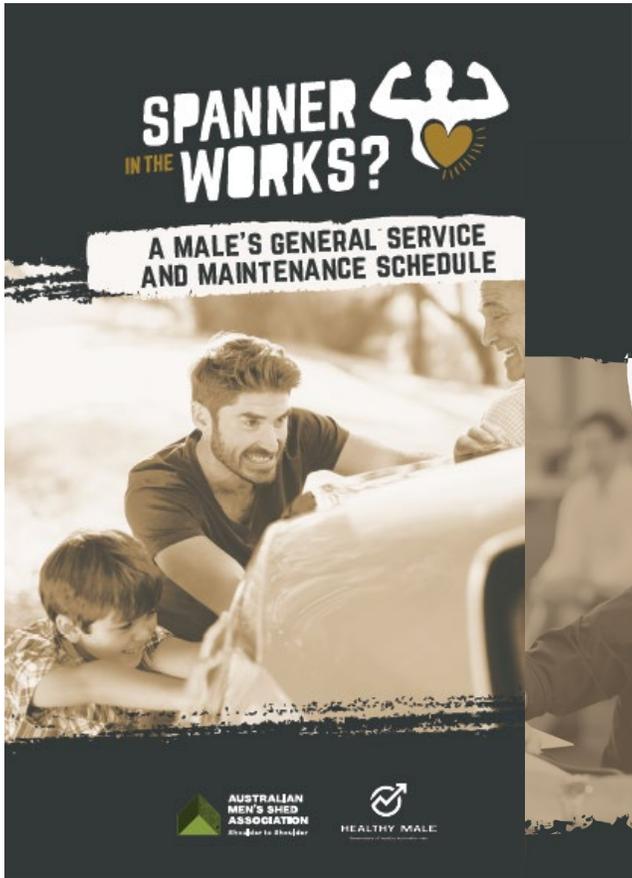


Sheds&More



THE *future*
OF SHEDS

Australian Men's Sheds
in 2024 & beyond



Health Chat/Check Toolkit for Men's Sheds

To help you work with local health care providers to host health chat/check conversations at your shed and shed events.

Gives an overview of the *Spanner in the Works?* health promotion initiative and provides a simple questionnaire for health professionals to undertake with your members.



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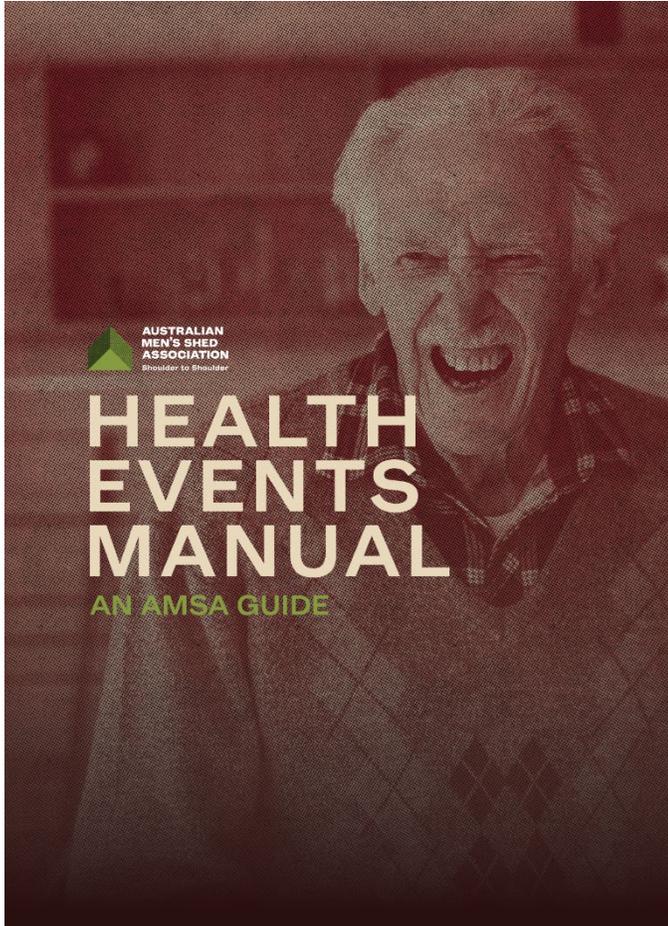


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Sheds & More



Health Events Manual

- Why run an “event”?
- When to run an event
- Planning & running the event
- Sample program
- Event checklist



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**FAIR
DINKUM
BUILDS**
Sheds & More



Tips & Tricks for running a health event

By Stuart Torrance, Shed Development Coordinator – Wellbeing & Health

Beth Gow – Shed Support NSW/ACT



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What is a health muster?

- A chance for shed members to network and share information
- Opportunity to acquire new health information
- Chance to engage with health services from your local area and at a national level



What does a typical health muster look like?

- A number of stall holder
- 4-5 speakers
- Shed round up
- Allow time for attendees to speak with stall holders





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Why is event planning important?

- A well planned event will stay at the top of peoples minds
- Your attendees will not only discover valuable new information, but they will remember how good it was!!

*Fabulous
great atmosphere,
food, mateship and
great sharing of
information*



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How to successfully plan your event

- Get inspired by your members
- Invite a variety of speakers/vendors
- Think about the timing
- Choose the right venue
- Talk to AMSA
- Ensure enough food



Example of vendors/speakers



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Aged Care
Volunteer
Visitors Scheme





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Example program

9.00am	Arrival & registration	Patrons arrive through the front of the club. Patrons must sign in downstairs. Patrons make their way upstairs to registration table, receive a 'goodies bag'
9.30am	Speeches	AMSA MC to make small announcement to <ul style="list-style-type: none"> • Welcome patrons • Acknowledgment of Country • Acknowledgment of Vendors • General housekeeping ie toilets, turn phones to silent etc
Asren Pugh – Byron Shire Councillor to open the day		
9.50-10:05	Hilton Koppe	North Coast Dementia
10:10-10:30	Jodie/Kirrin	Service NSW
10:30-10:45	Morning Tea (15min)	
10:45-11:15 Shed Round Up		
11:15-11:45	Matthew Woods	District Inspector OIC - Kingscliff Tweed/Byron Police District
11:45-12:30 – time for participants to speak with exhibitors		
12:30-1:30 Lunch		
1:30-2:30	Teesh Smith	Australian Red Cross
2:30 lucky door prize draw		
3:00 Event Close		

National Shed Development Program

CAT 1 – Health and Wellbeing Events

Have a strong health focus

CAT 4 – Mental Health and wellbeing events

Have a strong mental health focus



EDEN MEN'S SHED PRESENTS

NSW FAR SOUTH COAST MEN'S SHEDS

MEN'S HEALTH MUSTER

Tuesday 19 March	Club Sapphire	RSVP 14 March 2024
9.30am—3:00pm	119 Main Street	beth@mensshed.net
9:00am arrival and registration	Merimbula	Please advise dietary requirements.
	Please bring ID to sign in	

SPEAKERS & EXHIBITORS

 Hearing Australia	 #talk2mebro	 carbatec THE HOME OF WOODWORKING	 meridian COMMUNITY • HEALTH • ACTION
 Seniors Rights Service LEGAL ADVOCACY INFORMATION	 Southern NSW NSW Local Health District	 Aged Care Volunteer Visitors Scheme	Bega Valley Prostate Cancer Support

SUPPORTED BY

 EMSS	 AUSTRALIAN MEN'S SHED ASSOCIATION Shoulder to Shoulder	 Australian Government Department of Health and Aged Care
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Planning and running the muster

To do list:

- Form a working group to drive the planning and delivery of the event
- Talk with AMSA to support the delivery of the event
- Pick date/timing for the event
- Decide on a venue to host the event ie bowling club, RSL club, local hall
- Is there sufficient parking?
- Is there disabled access/toilets?
- Can the venue open at 8:30am?
- Does the venue have data projector/PA system/microphone/TV/screen
- Is there enough power points?

- Develop the invitation list (invite sheds within 100km)*
- Decide on stall holders/speakers – start making contact*
- Develop invitation*
- Develop the program*
- Do you have an MC?*
- Have you contacted local media ie radio/television to promote the event?
- Invite local media to attend on the day
- Have you contacted local member/Mayor/local government councilors to open event?
- Arrange lucky door prizes
- Send out invitations via email at least 6weeks prior to event, also post out the invites*
- Two weeks after emailing/posting invites, ring sheds to ensure they received invite*
- Create an RSVP list to keep track of numbers*

Catering:

- Tea & coffee all day
- Water jugs and glasses on the table
- Table clothes on tables (check if included in the price)
- Decide on menu ie morning tea and lunch
- Ensure any special dietary requirements are catered for
- Can the venue provide tables and chairs for the stall holders or do they have to bring their own?
- **DON'T FORGET TO INCLUDE STALL HOLDERS IN YOUR CATERING NUMBERS**
- Over cater by about 10% (do not want to run out of food!!)

*AMSA can help with this



Central Coast Muster

Definitely need more so that we can involve more members



Far South Coast Muster

Beyond my expectations, excellent



Northern Rivers Muster

Excellent, please again next year



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Thank you

If you have any further questions
please reach out
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