



A c/o Care Alliance Ireland, Coleraine House, Coleraine Street, Dublin 7, Ireland
T+353 1 874 7776 / E info@carersweek.ie / W www.carersweek.ie

National Carers Week, 10 – 16 June, 2013

A Guide to Getting Involved

This guide is a resource for individuals, community groups and organisations wishing to develop their own National Carers Week events/activities or support other carer events. The contents of this resource kit can help you plan a successful event/activity.

When your event is ready, please let us know by completing the event template form (<http://ow.ly/k9mTD>) and sending it to us electronically or in hard copy. We will place details of the event on the website and use it for local media press releases.

Please send hard copies to National Carers Week Events
c/o Care Alliance Ireland, Coleraine House, Coleraine Street, Dublin 7

info@carersweek.ie / www.carersweek.ie

The aim of Carers Week is to deliver a vibrant week of celebration and the promotion of Family Carers leading to a fuller appreciation of the value and contribution of Family Carers. The objectives are threefold; to raise awareness of Family Carers in our community, to deliver events for Family Carers throughout the country, to engage with Family Carers not yet availing of carer support services.

The following list of suggested activities can meet one or all of these aims and objectives. This year we encourage you to consider activities that will celebrate the wonderful work carers do and raise awareness so we can reach a greater number of hidden carers and place all carers higher on the social, political, and media agenda.

There are some ideas below for how you might celebrate carers in your area.

- Treat carers to a “take care of yourself day”
- Organise an outing or a day trip for carers, maybe even including a respite session
- Organise for a Carers Week event to be incorporated into your local community activities
- Design t-shirts with the Carers Week theme as a feature
- Set up an information stall at a local shopping centre/public area to raise awareness of carers (you will need to check with the centre’s management for permission)
- Distribute Carers Week posters to local businesses, sporting clubs, hospitals, libraries, chemists, churches, doctor’s surgeries etc, for display during Carers Week.
- Hold a coffee morning at work, your local community centre, or even at home
- Organise for your local radio station to focus on carers issues. Talk radio programmes are an effective way to raise community awareness and debate
- Produce a special edition of your regular newsletter about Carers Week
- Erect a Carers Week display in the foyer of your organisation and highlight what you are doing for the carers in your organisation
- Find a local event and lend a hand





A c/o Care Alliance Ireland, Coleraine House, Coleraine Street, Dublin 7, Ireland
T+353 1 874 7776 / E info@carersweek.ie / W www.carersweek.ie

The event checklist:

- Get a head start on organising by **starting early**.
- **Set up a group** to plan your event, particularly if other organisations are involved.
- **Decide what you want to achieve**, such as raising awareness, reaching out to 'hidden carers', or celebrating the work carers do. It may be several of these things rolled into one!
- Give everyone within the planning group the **opportunity to have responsibility** for different tasks, but make sure they have the time to spare and don't feel pressurised to take on projects that they aren't confident in doing.
- Choose a **theme and format** for your event to help give you all a focus.
- **Keep in touch** with the other members of your branch, group or organisation. It's likely that they'll be excited to hear how things are progressing and will want to get involved on each step of the way.
- **Decide on a date**. Check it doesn't clash with any other major local events, after all, you want the best possible turn-out.
- **Plan your budget**.
- **Locate a venue**; remember to check that it is accessible for people with disabilities.
- **Invite special guests** such as celebrities and local dignitaries. Many tend to have a busy diary, so get in touch as soon as possible.
- **Send out invitations** to carers, carers' friends and supporters with plenty of advance warning. Make it clear if travel expenses or alternative care costs can be claimed.
- **Plan the publicity** and ensure it is produced in plenty of time. This could include speaking to your local paper, putting up posters and telling other carers groups about what you're doing.
- **Order** your Carers Week leaflets, posters and promotional materials. [Click Here](#)
- Organise and book the **catering**.
- **Confirm the details** with caterers, entertainers and dignitaries 24-48 hours before the event.
- Have **plenty of helpers** on hand to welcome everyone to the event.
- Make sure someone is available to take plenty of **photographs** of the event....we'd love to see them here on the Carers Week website!
- Take a sigh of relief and **thank everybody** for playing their part! A well-earned celebratory cuppa for all your hard work will be in order!

Don't forget, even if you can't organise an event of your own, there were more than 150 events nationally in 2012, so you're bound to be able to find one locally that you can support! See www.carersweek.ie for more details.

(Thanks to Carers Western Australia and Carers Week (UK) for supporting us with the contents of this document.)

