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Coventry & Warwickshire  
Local Enterprise Partnership

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# EVENT ORGANISER HANDBOOK

ESSENTIAL INFORMATION ON HOW TO HOST AN AMAZING EVENT  
WITHIN COVENTRY & WARWICKSHIRE BUSINESS FESTIVAL

THE REGION'S LARGEST BUSINESS EVENT





## Event Organisers Handbook

### Coventry & Warwickshire Business Festival

#### About

What is the Coventry & Warwickshire Business Festival (CWBF)?

The CWBF is an annual, two-week Festival incorporating hundreds of free business events which take place throughout the region.

Events of all descriptions are staged by local businesses to benefit the people and businesses in the region; help business and economic growth; challenge and stimulate; and to draw attention to region.

The dates for 2019 are **11<sup>th</sup> – 21<sup>st</sup> November 2019**

How can I get involved?

Any business or organisation can apply to host an event. Business Festival events are all put on by local businesses to benefit the people and businesses in the region, and therefore help business growth, ultimately having a positive impact on the region's economy.

Other ways to get involved include:

- Partnership/sponsorship
- Becoming a venue host
- Promoting the festival
- Attending events

Please contact [hello@cwbusinessfestival.com](mailto:hello@cwbusinessfestival.com) to discuss any of the above ways to get involved.

**CW** COVENTRY &  
WARWICKSHIRE  
BUSINESS FESTIVAL

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PLANNING    PROCESS    PROMOTION    PRESENTING





## Promotion

### Event Promotion

#### **YOU ARE RESPONSIBLE FOR PROMOTING AND MARKETING YOUR OWN EVENT!**

#### Do the festival organisers promote my event?

The Business Festival will promote events via a range of channels from press, social media, web and online marketing both in the lead-up and every day during the Festival.

The Business Festival has an official programme and every event is listed. This brochure is distributed far and wide across the region to venues, hosts, and other relevant locations. This year's brochure publisher is still under discussion, further details will be released in due course.

However, with over 100 events anticipated, it's really important that you carry out as much promotional activity around your own events as possible too.

**The festival organisers are not responsible for promoting your event!**

#### How do I promote my event?

STEP 1 – consider these things:

##### *Who is your audience and how will you reach them?*

- Do they work in the same sector as you? Where might they go where they might see about your event? Are you aiming at big companies, SMEs, start-up businesses? What might they read, watch or listen to? The answer to this will help you to decide which promotional channels to use.

##### *When would be a good time to promote your event?*

- You can promote your event as soon as it is live on Ticketleap. There are several ways to start promoting instantly (like social media / online). But there are also other ways that could take a little longer – such as designing leaflets or adverts. Remember: Don't leave your promotion until the last minute and always include a link or details of how to book on to the event.

##### *Why would people want to come to your event? What's in it for them?*

- Will they learn something new? Are they coming to see or hear about something that might help them or their business? Will they be meeting new contacts? Are you addressing a common problem or challenge in the industry? The answer to this question is what you want to get across in the content of your publicity.

STEP 2 – decide which channels to use

**Here are some ideas:**



### 1. Social media

Twitter and LinkedIn are popular social media platforms to get the word out. If you're not already using them, it's free and easy to sign up.

Don't forget to tag us in to your tweets and posts using our twitter handle @CWBFestival or the hashtag #CWBF2019

### 2. Website

Put some details on the home page of your website so that people visiting your site will see it straight away. A blog or news page is also another good place.

### 3. E-marketing (emails/electronic newsletters)

If you have a database of relevant contacts, drop them an email to tell them about your event.

Software such as Mailchimp also allows you to send free (up to a certain quantity) online newsletters to your contacts.

### 4. Newsletters

If your company already sends out newsletters, see if you can get a piece about your event included in it. This goes for internal communications too – both online and printed – particularly if your event is relevant to your staff. Employees can also be great advocates and help to spread the word.

### 5. Advertising

All of our media partners are offering huge discounts of their full rates for any event organiser or sponsor/partner involved in the Business Festival.

### 6. Printed materials e.g. Flyers, leaflets, posters

If you are getting leaflets or flyers made up, distribute them far and wide. Put them in the canteen, down the social club or anywhere that people you think could be interested in your event, might go to.

Contact us if you need any help with design as we can offer a professional service at a very reasonable cost.

### 7. Press releases

If you have a press department, send all the information to them to create a press release for you. If not, why not have a go at writing one yourself?

Press releases should be factual and relevant to the audience. They should also be written in the 3rd person (e.g. John Smith Associates is running an event to help businesses – rather than 'I am...' or 'We are...').

Create a catchy headline to grab the attention of journalists and briefly summarise the news. Then start the main part of the release with an introductory paragraph that generally



gives basic details - who, what, when, where and why. The following paragraphs can then explain more.

#### 8. *Word of mouth*

Tell the world! Your friends, colleagues, family, everyone. And ask them to pass it on to everyone they know too!

#### STEP 3 – Create your content

Keep your content simple – don't use 30 words when 10 will do. Try to think of how to make your event stand out from the rest and make sure you include all the necessary information:

- What is the event (short description)?
- Why should people go? Who is it aimed at?
- When is it (date and time)?
- Where is it (location, parking, transport links, map)?
- How do people book - this should be a link to your event on the Coventry & Warwickshire Business Festival website?
- You should also include a contact details for more information should anyone have any questions.

To help you along the way the Business Festival team are reinforcing all your promotion with our general communication about the Festival including:

- CWBF website [www.cwbusinessfestival.com](http://www.cwbusinessfestival.com)
- CWBF brochure – further details to be released in due course
- Media and PR
- E-marketing
- Social media @CWBFestival
- Business Festival partners

If you have any questions or need any help by all means, get in touch with us on 024 7601 1447 or email [hello@cwbusinessfestival.com](mailto:hello@cwbusinessfestival.com)