



PRACTICAL GUIDE TO ORGANISING AN EVENT on the occasion of the Centenary of the Transitus of St. Francis

1. To set up a committee composed of representatives of all the Orders of the Franciscan Family: OFM, OFMConv, OFMCap, TOR, OFS, IFC-TOR, Poor Clares.
2. Decide on the objectives and theme of the event.
3. Fix the place and duration of the event.
4. Establish the nature of the event: round tables, forums, meetings, debates with Franciscan and non-Franciscan experts; workshops, exhibitions, shows, moments of prayer, activities for children, teenagers, young people and families; poetry, art and music competitions.
5. Involve other partners (e.g. schools).
6. Set up an economic group that defines a rough budget for the costs of the event and takes care of looking for sponsors to support the expenses.
7. Set up an Organizational Secretariat that deals with: logistics, necessary permits, preparation of any contracts, search and coordination of volunteers.
8. Establish a Communications Office that prepares all the information material and deals with internal communications within the Franciscan Family and outside (press, TV, radio, social media).