The Cultural Outreach guide –

How to get children and youth to participate in your activity?

- A checklist to help organizations?

Hooray! This checklist has info icons with more information. Open in Adobe Acrobat for best results.

We're good at recruiting those we know best in the local community. This checklist should help your organization more easily assure that all information about your activity reaches as broadly as possible and reaches new users. Tip! When information about your activity is to be published, go through these points to ensure all important info is included! If you're going to create a completely new poster and need inspiration, you can find examples of good posters for inspiration at www.kulturveilederen.no

ABOUT THE ACTIVITY

- [ ] Write a few sentences about what the activity involves. TIP! Describe it as if you've never participated before
- [ ] Write the date, day of the week, and time
- [ ] Specify break times and whether participants need to bring food for the break
- [ ] Clothes and other equipment that must be brought
- [ ] Contact person who will receive participants
- [ ] Is registration required? All practical information about this must be included
- [ ] Is there a semester start that guardians must be aware of? This must be clearly state
- [ ] Clear description of who the activity is for, avoid "suitable for everyone"

LOCATION

- [ ] Correct and updated address
- [ ] Include description of building/room
- [ ] Precise and updated information about how to get there
- [ ] Is the location where the activity takes place universally designed? Inform about what possibilities exist to accommodate participants with disabilities. Also inform about any lack of accessibility (such as elevator and accessible toilet).
  Inform if you have adults who can receive participants who need extra help
- [ ] Information about parking. Is accessible parking available?

LANGUAGE

- [ ] Avoid difficult or internal terminology. See glossary and other tips in the guide
- [ ] To reach as broadly as possible, all communication about the activity should be in both Norwegian and English
- [ ] Does the activity take place only in Norwegian or are other languages included?

INFORMATION DIRECTED AT PARENTS AND GUARDIANS

- [ ] Clear contact information with phone number. Parents/guardians should be able to call the contact person in advance
- [ ] Brief introduction about the adult who will be there
- [ ] Include updated website address where contact information is also listed
- [ ] Do you have a buddy system? Inform about it

PARENTS AND GUARDIANS' ROLE WHEN THE CHILD IS AT THE ACTIVITY

- [ ] Is the whole family welcome when the child is at the activity?
- [ ] Should the guardians contribute with anything?
- [ ] Do parents and guardians have a place to be when the child is at the activity? Feel free to describe where parents and guardians usually are, or where you want them to be.
- [ ] Clear information about transportation options to the activity, or whether parents have organized escort groups.

PRICE OF THE ACTIVITY

- [ ] Total price of the activity must be communicated
- [ ] Inform if you have a free trial session
- [ ] If you have an overview in your organization of support schemes targeted at low-income families, it's important to inform about this

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