



Activity

How to Organise Brightening Lives Activities

1. Identify your agency partner. This should be your local Bright Space or a local community organisation you support. If you are not connected to a specific Bright Space, contact the Foundation team for help at twilkes-green@brighthorizons.com
2. Discuss the selected partner's needs with them. This is very important so that you spend your time on an activity which is purposeful and beneficial.
3. Identify a team of people to help you host the Brightening Lives Activity.
4. Decide date and time and send out invites or adapt and use the sample invitation and flyer on our website.
5. Market the event to your target audience.
6. Gather donations or activity items, or purchase them with donated funds.
7. Create an agenda for the activity, including a welcome, description of the partner, introduction to the project, food and drink, and thank you.
8. Host the event.
9. Take the items to the agency.
10. Send a thank you to all the participants.
11. After the event, share your story and photos with stories@brighthorizons.com who will get local PR for you (ensure that all photos do not identify sensitive locations or individuals, and that those pictured give their permission for their image to be used)



From Our Heart to Yours



Thank you for your support!

The Foundation's purpose is to make a difference to children and families experiencing crisis and disadvantage. We achieve this by creating Bright Spaces® which are indoor and outdoor play spaces located in homeless shelters, domestic violence refuges and refugee centres. We do this in partnership with other agencies to help vulnerable children and families build caring relationships, heal from trauma through play, and access support in a safe, child-friendly environment.

For more information about the Bright Horizons Foundation for Children, visit www.brighthorizonsfoundationforchildren.org/eu

