By organizing and participating in the Light for Rights campaign, you will join other people all over the world who are shining the light on HIV and human rights this World AIDS Day. Scheduled events range from large-scale efforts in major cities to more intimate events in smaller venues. But no matter how big or small the event, we hope the campaign will underscore the fact that we must focus on the fundamental rights all humans share if we are to eradicate HIV and AIDS from the planet.

You can add an existing World AIDS Day event to our Light for Rights Events Listing or organize a new event that best suits the needs of your own community. Events could include:

- A Candlelight Vigil
- A Rally
- An Art Exhibit
- A March
- A Film Screening
- A Protest of a Bad Policy or Human Rights Abuse
- A Networking Meeting
- A Panel Discussion
- A Fundraiser

Or… Whatever Else You Think of to Shine a Light on HIV/AIDS and Human Rights.

Below are very basic steps of **how to organize an event**. Note that all the items may not apply to your event so feel free to tailor them to your needs.

Planning Your Event

- Consider the amount of time and money, you have to spend on your event and be realistic in your plans.
- You can sometimes secure free or low cost spaces such as churches, schools, meeting halls, community centers, theaters, or the offices of partner or supportive organizations.
- If you are considering an outdoor event, be certain to get any required permits in advance.
- Look for local businesses that might be able to sponsor the event in return for promoting them during your event, or putting up signs and banners at the event.
- Ask a larger organization to co-host the event; they may be able to donate resources.
- Always be clear with your partners about expectations.

Pre-Event

- Where possible, work with other groups to collaborate and get the word out for the event. Collaborative groups can also be a good source of volunteers.
- Make sure you have adequate volunteers of staff in place to run the event smoothly.
- Publicize your event: There is no such thing as too much publicity. Spread information about the event in as many ways as possible; posters, fliers, newspapers, radio stations, public notice boards, email lists, blogs, partners' websites, FaceBook and Twitter.
- Invite as many people as possible including community leaders, local politicians, organizations, and friends and family of all the organizers and volunteers.

At the Event

- Document it! Make sure to get contact information for everyone who attends, if possible.
- Be sure to do a head count or estimate your numbers!
- Take pictures and videos!
- Let people know they can go to www.lightforrights.org to find more information.

After the Event

- Upload pictures and videos of your event at www.lightforrights.org
- Meet with the key organizers and discuss and take notes on what went well and what didn't. This will be very helpful when planning future events.
- Start planning next year!

THANK YOU FOR HELPING LIGHT FOR RIGHTS!