

MAKING TIME TO TALK ABOUT BOWEL CANCER SCREENING.

A simple guide for community groups

phn
NORTH WESTERN
MELBOURNE

An Australian Government Initiative



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- Brimbank Council
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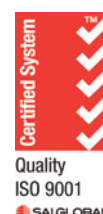
NWMPHN acknowledges the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.

Photo on p.7 and p.18 by Jarnia Cameron

Photo on p.2 by Stacey Alderson

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A close-up photograph of a person's midsection. They are wearing a blue t-shirt. A hand is placed on their right side, over the abdominal area. The background is a solid blue color.

**MAKE TIME.
BOWEL CANCER
SCREENING
SAVES LIVES.**



HOW YOUR GROUP CAN HELP

Bowel cancer is the second most-common cause of cancer-related death in Australia. But the great news is that 9 out of 10 cases can be successfully treated if found early.

Your community group can make a big difference.

This guide gives you ideas and steps to run a great event or activity, or to promote bowel cancer screening as part of something you already do. The aim is to get more people in our community to do the simple home screening test.

We know that many people avoid doing the free test, or don't realise how important it is. In many cases, a friendly, face-to-face chat is the best way to get them to take a potentially life-saving test.

As a community group, you're in a powerful position. You can help us reach people who might otherwise not get tested. You don't need to be an expert in bowel cancer or bowel cancer screening. Even a small event or activity can have a big 'ripple' effect, as people pass on the message to their friends, families and networks.

#2

**MOST COMMON CAUSE
OF CANCER-RELATED
DEATH IN AUSTRALIA**

9/10

**CASES CAN BE TREATED
SUCCESSFULLY IF FOUND
EARLY**

17K

**AUSTRALIANS ARE
DIAGNOSED WITH BOWEL
CANCER EACH YEAR**

90%

**OF THOSE DIAGNOSED
ARE OVER THE AGE OF 50**



ABOUT THIS GUIDE

This guide has been made by North Western Melbourne Primary Health Network (NWMPHN). We work with community groups, general practices and other health care providers. One of the main things we try to do is make sure everyone in our community has access to health services. A particular focus is those most at risk of poor health.

Recently, we worked on a bowel cancer screening event with the Brimbank Filipino community. (This was part of the Community-led Cancer Screening Project.) A local playgroup had an idea to invite older members of the Filipino community to come and enjoy the smiles of some of the youngest. As part of this, there would be some information about bowel cancer screening. Feedback was positive, and some community members reported that they were now determined to do the test.

This guide draws on the success and lessons learned from the playgroup screening event. It also draws on information from the National Bowel Cancer Screening program. (To learn more about the program, see this [useful fact sheet](#) or visit cancerscreening.gov.au and click on the 'bowel screening' tab.)

WHAT'S INSIDE

This guide has three short sections.

This first section explains:

- What is bowel cancer?
- What is the National Bowel Cancer Screening Program?

The second section is called 'Ready to take on the challenge?' It has six simple steps:

- 1 Get the support of your group
- 2 Catch up to discuss ideas
- 3 Brainstorm activities
- 4 Plan your activity or event
- 5 On the day
- 6 Check how successful you were, and celebrate

The final section is a 'toolkit' for extra help before you run an event. It has:

- 1 Understand the reasons why people avoid bowel screening
- 2 A list of free bowel cancer screening resources
- 3 Case study
- 4 A sample checklist for bowel cancer screening event
- 5 An event invite—sample and template.

WHAT IS BOWEL CANCER?

Bowel cancer is cancer in any part of the large bowel. It is sometimes known as 'colorectal cancer' and might also be called 'colon cancer' or 'rectal cancer', depending on where it is.

AUSTRALIA HAS ONE OF THE HIGHEST RATES OF BOWEL CANCER IN THE WORLD.

Each week, about 100 Australians die from the disease. Here, it causes more deaths than almost any other cancer.

Each year around 17,000 Australians are diagnosed with bowel cancer. More than 90 per cent of these people are over 50.

THE NATIONAL BOWEL CANCER SCREENING PROGRAM

As part of this program, a bowel screening test kit is sent in the mail every two years to Australians aged 50 to 74.

The test is free and easy to do. It can detect early signs of bowel cancer by checking for tiny traces of blood in the poo. Once a sample is received and tested, results are sent back to participants and their nominated doctor.

UNFORTUNATELY, AT PRESENT, ONLY ABOUT 40 PER CENT OF PEOPLE SENT A TEST KIT RETURN A SAMPLE.¹



See this fact sheet for more information about bowel cancer or the screening test, or visit cancerscreening.gov.au and click on the 'bowel screening' tab.

¹ Lew JB et al., 'Long-term evaluation of benefits, harms, and cost-effectiveness of the National Bowel Cancer Screening Program in Australia: a modelling study', *Lancet Public Health* 2017; 2: e331–40



**LIFE BEGINS
AT 50.
DON'T LET
BOWEL
CANCER
STOP IT.**



READY TO TAKE ON THE CHALLENGE?

Do you know a community group or are you part of one? Are you ready to take the first step?

#1 GET YOUR GROUP ONBOARD

There are always lots of ideas and competing priorities within communities and community groups. It's a good idea to find out early on if bowel cancer is one that people will support. Bring it up with your group leader to get approval, seek feedback and help identify people that could help you run your event or session.

If you are a group leader, think about who may have an interest, or some first-hand experience, to help you.

While bowel cancer is most common in older people, **deaths from the disease affect everyone.**

Your organisation can be made up of members of **any age**, and still attract people of the screening age (50 to 74). (See our [case study](#) about an event run by a community playgroup.)

#2 CATCH UP TO DISCUSS IDEAS

There are lots of great ways to combine bowel cancer screening messages with fun, interesting events or activities. (See our case study.)

So meet up with your project group and do some brainstorming. Among the things you might want to talk about are:

- How can we best include people aged 50 to 74? (If your group's members are younger, you might want to ask: What access to older people's networks do we have?)
- How could we combine bowel cancer screening activities or chats with something we're already doing or had planned?
- Could an event or activity be run during bowel cancer awareness month in June?
- Could we approach another local community and run a joint event?

Remember that the people you involve may already have some knowledge of bowel cancer screening due to:

- receiving the bowel cancer screening kit in the mail
- a doctor informing them
- they, or someone they know, experiencing bowel cancer.



#3 BRAINSTORM ACTIVITIES

These are some examples of fun, cost-effective activities which can be changed to fit any age group. The idea is to get as many people as possible to attend your session or event. You could:

- encourage people to share stories, wisdom, memories or a skill
- encourage people to share their talents
- sing songs (or nurse rhymes, if your group includes young children)
- have a lip sync or a 'dance off' (make sure you choose songs your participants will know and love)
- do a craft, drawing or painting
- host a trivia quiz
- organise a scavenger hunt
- arrange a photo booth
- share food. (Food is always a great way for people to connect.)

You also need to think about how you will combine your fun event or activity with a conversation, or other communication, about bowel cancer screening.

TOP TIPS

- Consider what's appropriate for the different ages of people taking part.
- Do things that encourage 'audience participation', connection and fun, to create a positive 'vibe' around bowel cancer screening!
- Always let people know in advance that bowel cancer screening will be discussed as part of the event or activity. (See the [invitation template](#)).
- Be mindful that people have different experiences and thoughts about bowel cancer and the bowel cancer screening kit. Encourage the group to show empathy and respect everybody's views.
- If young children are attending, consider how they might be entertained. (During the 'Special Elders Day' the Filipino playgroup parents took their children outside to the playground, leaving the older guests to discuss bowel cancer screening.)
- See the list of bowel cancer screening resources for more information and to download or order free resources for your event.

SAMPLE QUESTIONS FOR EVENTS

- What is the age range for free bowel cancer screening test kits? (50 to 74)
- How do you receive the bowel screening test kit? (It is posted out in the mail)
- How often is a bowel screening test kit sent out? (Every two years)



BE INVENTIVE!

Ideas include:

- filling a container with bowel cancer screening questions that the 'performer' must ask of the group before sharing a story, memory, skill or lip-sync song. Include both the question and the answer
- including two to three bowel cancer screening questions in a trivia quiz, with double points for getting the questions correct
- making 'bowel cancer screening brochure' one of the items people have to find in a scavenger hunt ([order these in advance](#), and hide them around the venue along with your other 'treasure')
- supplying greeting cards printed with bowel cancer messages as part of a photo booth activity. People can stick in their photo and make a loving reminder about screening for a friend or relative
- inviting people to bring food to share starting with the letter 'b'
- show a video, if you have access to a projector and laptop, or tablets. The Department of Health has great videos of people's [bowel cancer stories](#), as well as a video showing how to use the bowel cancer screening kit, [in English](#) and [other languages](#)
- hand out bowel cancer screening brochures (these are a free and easy way to give participants information. Consider ordering extra so people can share them with others they know. Brochures can also be given to participants during regular group sessions).

#4 PLAN YOUR ACTIVITY OR EVENT

Once you've decided on an activity or event, you'll need to:

- A. CONFIRM YOUR BUDGET**
- B. DECIDE WHEN TO RUN THE EVENT**
- C. DECIDE WHERE TO RUN IT**
- D. GET THE WORD OUT (PROMOTE YOUR EVENT)**
- E. MAKE A 'RUN SHEET' FOR THE DAY.**

A. CONFIRM YOUR BUDGET

Make sure you figure out how to cover all costs, if any. Self-catering, or asking companies to provide services or products for free or at cost price could help. Remember that bowel cancer screening resources can be [ordered free of charge](#). (See List of free bowel cancer screening resources).

B. DECIDE WHEN TO RUN THE EVENT

Decide a date and time for your event or activity. Think about:

- What will work best—a regular group meeting or something different?
- What day of the week and time will attract the people you're trying to reach (50 to 74-year-olds)?
- Do you need to check whether your venue is available and/or make a booking?

You can brainstorm dates, then confirm a final date once you've figured out how long the event will take to organise.

C. DECIDE WHERE TO RUN THE EVENT

If you're thinking about using a venue other than your normal meeting place, consider:

- Will it comfortably fit the number of people you expect to host?
- It is easy to get to and access?
- Will the layout work for what is planned?
- Does it provide chairs/tables/kitchen facilities/projectors/screens or other necessary facilities?
- Are there costs, and can this be covered?

D. GET THE WORD OUT

Promoting your event or activity is vital. There are plenty of free ways to spread the word and ensure a good number of people attend.

PROMOTE THE EVENT

Ways to promote your event include:

Emails, newsletters and meetings

- Announce the event in your organisation's regular newsletter, or during meetings or other activities.
- Send out a special email bulletin to everyone in your mailing list (and ask people to send it on to anyone who might be interested). Send a reminder email, too, closer to the event.
- Offer 'tickets'. People won't have to pay, but asking people to 'book' a ticket, will help you get a better idea of numbers. There are plenty of free, or cheap, websites online that will send out your email invites and collect RSVPs—just search 'online RSVPs'.

Posters or flyers

- Put posters up at your regular venues (with permission).
- Ask your members to put up posters or flyers on their staff noticeboard, or any local noticeboards (supermarkets, shops, community centres and cafes often have noticeboards or space for flyers).
- Ask local schools, the council or other community organisations if you can put a notice in their newsletter.
- Do a letterbox drop (you could even approach local businesses that do regular mail-drops and ask if they could support you by including your flyer in their next advertising round).

Traditional media

- Send a 'press release' (just a simple summary of your event) to your local paper.
- Note, too, that some local newsletters and papers need at least few weeks' notice before they will run your ad or listing.
- Approach community radio—they are often keen to support local groups. (See www.cbac.org.au to find your local station).

Online media

- Post the details of your event, or a flyer, on your Facebook or Instagram page, or on Twitter, and prompt people to RSVP via the site. Re-post as the event draws near to remind people.
- Encourage people to re-post your event on any other suitable Facebook groups or sites they use.
- If you have one, put the details of the event on the home page of your website.

IT'S IMPORTANT TO START PROMOTION AS SOON AS POSSIBLE, AND TO KEEP UP YOUR EFFORTS RIGHT UP UNTIL THE EVENT.





E. MAKE A 'RUN SHEET' FOR THE DAY

A 'run sheet' is a timeline that shows step-by-step how you think the day or the activity will run and who is responsible. It will help you avoid surprises, and spot any possible problems.

Remember:

- think carefully about how you will promote bowel cancer screening
- don't try to cram too much in (sometimes less is more!)
- allow enough time to set up and pack up.

Once you've got a first-draft of a run sheet:

- highlight the tasks that will need to be completed before the day
- think about how long each task will take and the amount of time your group will need to put in before the day (this will help you see how long it will take you to organise the event or activity)

- allow ample time for everything to 'come together' as things can take much longer than anticipated
- [use a checklist](#) to stay on-track and figure out who will be responsible for what
- share the run sheet with everyone who has job to do on the day.

Finally, depending on the ideas that come out of your group discussions, consider:

- How will we share tasks and responsibilities?
- Do we need to appoint a leader?
- Do we need an additional meeting or meetings? If so, when and how often?

It's likely there will be changes along the way—just be sure to keep both your 'run sheet' and checklist updated so everyone knows what's going on.

#5 ON THE DAY

Arrive early and allow plenty of time to set up the room and deal with any surprises!

Don't worry if your event doesn't follow the run sheet perfectly or you have to do something different. Improvise, if needed, and enjoy!

GET FEEDBACK ON THE DAY

Often, it can help to ask people who took part in an event how they found it and what they got out of it. This can help your organisation, as well as others, to learn what works and what doesn't.

Questions you could ask participants include:

- Did the event/activity help you learn more about bowel cancer screening?
- Did it change how you feel about the bowel cancer screening kit, or your plans to do the test?
- What did you enjoy about the day?
- What could we have done better?



#6 CHECK HOW SUCCESSFUL YOU WERE & CELEBRATE

After the event, use any feedback you have and get together with your group to think about and celebrate what you've achieved.

MAKE SURE YOU ACKNOWLEDGE EVERYONE'S EFFORTS AND CONTRIBUTIONS.

Remember to:

- follow up with participants who asked questions during the event
- keep encouraging people to share bowel cancer screening information with their network, and finally
- consider what you have learned and record it in case another session is held, or another group wants advice from you.



PRIORITISE YOURSELF, FOR US.





TOOLKIT

Inside this toolkit is:

- #1 UNDERSTAND WHY PEOPLE AVOID BOWEL CANCER SCREENING**
- #2 A LIST OF FREE BOWEL CANCER SCREENING RESOURCES**
- #3 CASE STUDY**
- #4 A SAMPLE CHECKLIST FOR BOWEL CANCER SCREENING EVENT**
- #5 AN EVENT INVITE – SAMPLE AND TEMPLATE**

#1 UNDERSTAND WHY PEOPLE AVOID BOWEL CANCER SCREENING

We asked people in Brimbank what they thought about bowel cancer screening, as part of the Community-led Cancer Screening Project. We then drew up with this 'What to say' table, showing some common reasons people avoid screening, and simple things you can say to help.

Table 1: What to say

What people might say	What you could say to help	Handy resources
<p><i>'I don't have time.'</i></p> <p>People might say they're too busy with other commitments, such as taking care of family or trying to balance a busy life.</p>	<p><i>'It's really quick to do'</i></p> <p>You could also say things such as:</p> <ul style="list-style-type: none"> • 'I understand, life is busy and there's lots going on! • 'What would it take to make doing the test a priority?' • 'Do you have any other concerns with using the test kit?' <p>If you've done the test yourself, you could also offer personal reassurance about how quick and easy it is to do.</p>	<p>You could suggest they check out the video on this webpage, which shows how little time the test takes. (You can also find the video by going to cancerscreening.gov.au and clicking on the 'bowel screening' tab.)</p> <p>You could also suggest people call the test kit information line for advice on the fastest way to do the test. The number is 1800 930 998 and the line is open 8.30am to 5pm, Monday to Friday, excluding public holidays.</p>
<p><i>'I'm worried what the results might be.'</i></p> <p>Some people worry about results, including those with previous experiences of cancer.</p>	<p><i>'I'm sorry to hear you've had that experience'</i></p> <p>You could also say:</p> <ul style="list-style-type: none"> • 'My experience with the Bowel Cancer Screening kit was ...' • 'Is there anything I can do to help you?' • 'If bowel cancer is detected early, 9 out of 10 cases can be successfully treated.' 	<p>You could suggest that they chat to their doctor about their fears about completing the test kit.</p> <p>Friendly staff at the test kit information line (1800 930 998) are also available to chat about these kinds of concerns.</p> <p>The Cancer Council Victoria's information and support line (13 11 20) could also help.</p>

What people might say	What you could say to help	Handy resources
<p><i>'It's too hard to complete.'</i></p> <p>Some people find the test kit overwhelming and hard to understand. They might say things such as:</p> <ul style="list-style-type: none"> • 'It's too tricky—I need someone to explain it in plain English' • 'I got the kit but it's too hard to do it' • 'If it is explained to me really clearly, I'll do it.' 	<p><i>'There are resources which can help you.'</i></p> <p>You could ask:</p> <ul style="list-style-type: none"> • 'What would make it easier to understand?' • There are some videos that explain how to do the test • If you have used the kit yourself you could offer to demonstrate it in a general way how to use it, or help fill in the form. 	<p>In English</p> <p>You could suggest they check out the video on this webpage, or call the test kit information line on 1800 930 998.</p> <p>In other languages</p> <p>This link connects you with information and videos in other languages. (You can also navigate to this page by going to cancerscreening.gov.au, clicking on the 'bowel screening' tab and then the 'In your language' tab.)</p> <p>The Translating and Interpreting Service can also help. It's number is 131 450. It's available 24 hours a day, seven days a week, and you can dial it anywhere in Australia for the cost of a local call.</p>
<p><i>'I find it too off-putting.'</i></p> <p>For many, the idea of doing the test and storing the samples in the fridge (before sending them away) is off-putting.</p>	<p><i>'I agree, it's not the most enjoyable thing you could do with your time!'</i></p> <p>You could also say:</p> <ul style="list-style-type: none"> • 'Are there particular aspects of the test that you find off-putting?' • 'You don't have to come in contact with your poo. The kit has everything you need to do the test cleanly and safely.' <p>If you have done the test, you could also offer a personal reassurance about how simple, clean and safe it is.</p>	<p>You could suggest that they chat to their doctor about their fears about completing the test kit.</p> <p>Friendly staff at the test kit information line (1800 930 998) are also available to chat about these kinds of concerns.</p>

#2 LIST OF FREE BOWEL CANCER SCREENING RESOURCES

Order free bowel cancer screening resources in [English](#) and [other languages](#) from the cancerscreening.gov.au website. There's also videos, printed information and answers to frequently asked questions.

The Cancer Council of Victoria also has [free resources you can order](#) in English and other languages. See www.cancervic.org.au/resources

Note that the Cancer Council and cancerscreening.gov.au do not offer all the same languages—so check both to find the language you are looking for.

AUSTRALIAN DEPARTMENT OF HEALTH

Phone

Bowel cancer screening information line: 1800 118 868, for information on the program and to order a replacement test kit (open 8:30am to 5pm Monday to Friday, except public holidays).

Test kit helpline: 1800 930 998, for advice on taking the test and receiving results.

Website

cancerscreening.gov.au

Bowel cancer screening resources

Visit [this page](#) to download or order free resources. If ordering hardcopies, allow approximately 10 days for these to arrive. (Alternatively, cut and paste or type this address into your browser: www.cancerscreening.gov.au/internet/screening/publishing.nsf/Content/resources-menu-bowel)

CANCER COUNCIL OF VICTORIA

Phone

13 11 20
(9am to 5pm Monday to Friday, except public holidays)

Website

cancervic.org.au

Bowel Screening resources

Visit [this page](#) to download or order free resources in English or other languages, or go to www.cancervic.org.au/resources If ordering hardcopies, allow approximately 10 days for these to arrive.

#3 CASE STUDY: FILIPINO PLAYGROUP SPECIAL ELDERS DAY



WHAT?

The playgroup wanted to increase understanding about bowel cancer screening among their community of older people (especially those in the target group, aged 50 to 74).

They invited their older relatives to a special playgroup session, called 'Special Elders Day'. The idea was to celebrate the special relationship between the children and older people while promoting bowel cancer screening.

WHO?

Past and present Brimbank Filipino playgroup leaders, the NWMPHN Community-led Cancer Screening Coordinator and a member of the Brimbank Council Early Years Playgroup team.

HOW?

The playgroup leader encouraged playgroup members (on the playgroup Facebook page and in person) to invite older people they knew who might like to attend. An invitation was created and posted within the playgroup facebook group to bring a sense of importance to the day, and to let people know that bowel cancer screening would be discussed.

The organising team created a plan for the session and a timeline to make sure everything would be ready in time for the day.

PLANNING

The idea was developed in December 2019 and planning began in late January 2020. Meetings of approximately 30 minutes, every fortnight (during and after play group sessions) were held to progress planning. The 'Special Elders Day' session was held on Tuesday 3 March 2020.

(See p.19 for a sample checklist to help plan your event).

TIMELINE

- 9.00am:** Organising team and caterer set up
- 10.00am:** Playgroup and guests arrive and settle in
- 10.30am:** Welcome by playgroup leader
- 10.35am:** Everyone participates in nursery rhymes
- 10.45am:** Photos taken in photo booth and creation of 'paper plate' photo frames
- 11.30am:** Children and parents use playground. Older people watch 'How to use the Bowel Screening kit' video in Filipino (Tagalog) on supplied iPads
- 11.40am:** Demonstration of Bowel Screening kit and question time
- 11.50am:** Lunch
- 12.30pm:** Event finishes

OUTCOMES

Thirty people attended this relaxed event (9 parents, 11 children and 5 older people within the bowel cancer screening age, plus 5 other guests).

The older guests said they enjoyed the day, that it increased their knowledge of bowel cancer screening and that watching the video in their native language was helpful.

Two guests said that before the event, they had not wanted to complete the test, but had now changed their mind. On their way out, they were given information about how to order a replacement bowel cancer screening kit. Several parents took screening information to pass on to those who couldn't make it.

FEEDBACK

'Using children as a link to grandparents/older people worked well. Having the kids there lightened up the atmosphere and encouraged elders to look at their health. It was also good as mums were able to create awareness and help their parents.'

'THE PHOTO BOOTH WAS A REAL HIGHLIGHT—IT REALLY MADE THE DAY AND EVERYONE ENJOYED IT. THE CRAFT WAS GOOD AS IT GOT KIDS AND GRANDPARENTS WORKING TOGETHER.'

'All five older people had a positive response to the video—they didn't expect that there would be a Filipino version or that the test would be so uncomplicated.'

'Lots of time is needed to plan. Things took longer to organise than we thought. Having it at a normal playgroup time worked well as people were already in the routine of attending at this time. Having a 'plan B' in case of rain was good.'

'Timings didn't go to plan, but we still got everything achieved. It was good not to put any pressure on ourselves but to use the run sheet as more of a guide.'

#4

SAMPLE CHECKLIST FOR A BOWEL CANCER SCREENING EVENT

This checklist is intended as a sample only. Some items may not be needed, depending on your event.

Event planning	
	Identify interest in organising an event or session.
	Organise an initial meeting.
	Appoint a leader if necessary.
	Establish how often and for how long meetings will be held.
	Discuss activity ideas and how to include bowel cancer screening information.
	Establish if funding is needed and available, and draft a budget.
	Discuss an event date, or potential dates.
	Discuss venue options (don't forget a rain plan!).
	Create draft run sheet for the event day, noting activities and timings.
	Establish a planning timeline (refer to event development to help with this).
	Confirm venue and event date.
	Figure out who in the team will do what, and by when.
Event development	
<i>Don't forget to keep referring to and updating your planning timeline as you progress with planning.</i>	
	Get quotes from potential event service providers and contributors, if necessary (for example, caterers, guest speakers, entertainment).
	Review budget once all quotes are received and ensure costs can be met.
	Confirm caterers, service providers and contributors for your event.
	Confirm how, when and what will be promoted.
	Draft and confirm event promotion flyer (upload to group Facebook page or distribute as per promotion plan).

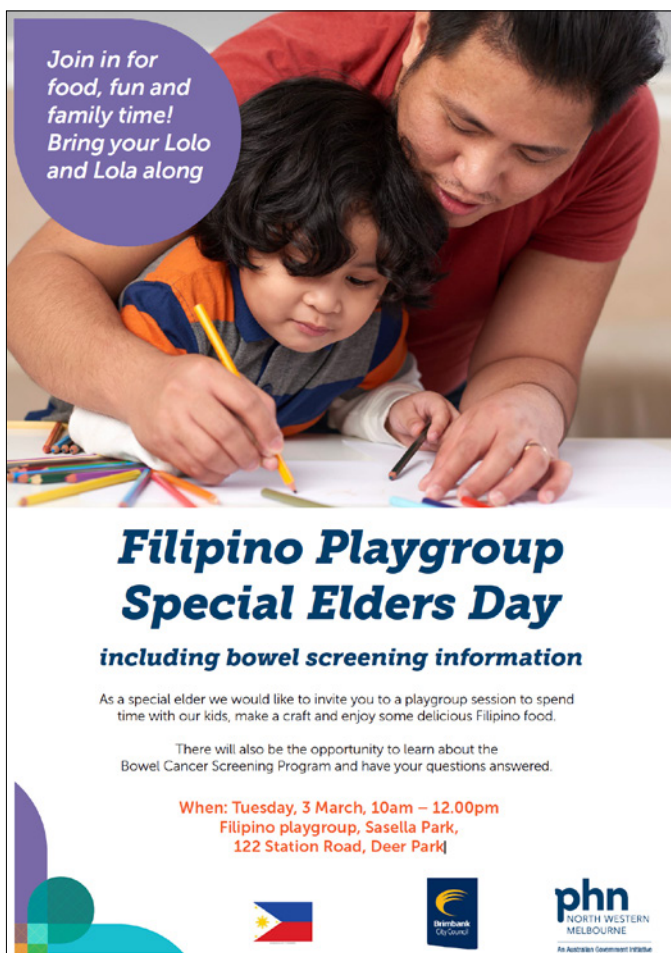
	Discuss and confirm the room layout for the event (perhaps draw a plan of this to refer to on the day).
	Confirm which bowel cancer screening resources will be used and order brochures.
	Arrange any extra furniture needed and a screen/projector/tablet/laptop if necessary (to show bowel cancer screening videos).
	Finalise the event day run sheet, ensuring all tasks are allocated for the day and communicated.
	Consider appointing a group member to welcome guests and emcee the event, (noting down anything that should be mentioned by this person).
	Create a list of items needed for the event and who will be in charge of sourcing/buying these.
One week before event	
	Notify caterer of any dietary requirements.
	Reconfirm the time service providers and contributors will arrive. (It's good to organise an early time, and have a mobile number in case this is needed on the day, too).
	Remind people about your event. You could use ideas from the 'get the word out' section.
On the day	
	Team and other service providers arrive early to set up room, as per agreed layout.
	Follow run sheet and improvise if needed! Don't forget to give out the bowel cancer screening brochures.
	Ask (all or some) attendees what they thought of the event.
	When the event has finished, take time to acknowledge everyone for their work.
	Pack up venue.
After the event	
	Thank and pay (as applicable) event service providers and contributors.
	If you have a Facebook group, thank guests for their attendance and post on the bowel cancer screening website for their reference.
	Hold a 'debrief' meeting to record any feedback and what you learned.

#5 EVENT INVITE – SAMPLE AND TEMPLATE

Below is the invitation the Filipino playgroup used for its event, followed by a template that you can easily adapt to make a flyer of your own. All you need to do is:

- 1 Copy and save the template as a new Word document.
- 2 Click on the text boxes to replace the text.
- 3 Right-click on the picture and select 'Change picture' to upload your own image.
- 4 Add any extra information, and paste in your logo at the bottom, if you like.

PLAYGROUP INVITATION: SAMPLE



Download the invitation template for you to copy, save and adapt by clicking [here](#).



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