

3. MAKE USE OF EQUIPMENT

Sometimes, simple pieces of equipment can be very useful in self advocacy group meetings.

For example:

ET Tape recorders are useful if writing is difficult. You can get a helper to write out what you have recorded.

Tape recorders can also be useful to practice speaking into if you have to give a talk to a group or an audience.

ET Large sheets of paper and coloured pens are very useful for writing the list of topics to be discussed. Or for making a note of ideas that come up.

Stick the paper to the wall, using Bluetac or masking tape (so you don't take the paint off the wall).

ET Make use of photographs, pictures from magazines or drawings to communicate if you have difficulty speaking or if you are talking to someone who doesn't understand speech very well.

ET You may be able to borrow video equipment to make a video of your own about self advocacy.

You can show the video to other people so that they can learn about self advocacy.

Checklist



Below is a checklist of things to remember when planning a special event to recruit new members

1. Start planning well before the event. Setting up special events **ALWAYS** takes longer than you think it will!
2. Send out letters and/or posters about the event to as many people and places you can think of.
3. Tell as many people as you can about the event.
4. Make sure you have the event:
 - ET** At a place which can be used by people in wheelchairs.
 - ET** At a time which doesn't clash with other things like a club evening.
 - ET** At a place where people can get easily by public transportation.
5. Make sure you have checked with the place where you are holding the event that they are expecting you at the right time and on the right day.
6. If you are going to need any equipment, make sure that it is there and that someone knows how to use it. For example, if you are going to show a video, make sure there is video equipment there and make sure someone has agreed to operate it.
7. Try to start and finish at the times planned.
8. If you get stuck — don't forget that you can ask your advisor for help!