



Template: Event planning tool

1. Get in touch with Amelia (amelia@ihaveavoice.org.uk) and let her know you plan to run an event so we can help you.
2. Where do you want to run your event?
3. Who do you need to get permission from to run an event (we have a template you can use to get permission on the next page)? Work with them to agree the date, time and location. They will also be able to help you identify any risks and make sure that you run your event safely. We can also help with this just email Amelia.
4. Will you ask anyone to help you organise and run the event? If so, make sure to assign tasks and roles that play to people's strengths and helps them to develop the skills and knowledge they want to develop.
5. Decide what you want your event to achieve. Use one or more of these, or come up with your own:
 - a. Help young people understand councils and elections
 - b. Show how local decisions affect our lives
 - c. Raise awareness about an issue you care about
 - d. Build confidence and leadership skills
 - e. Encourage people to get involved in local democracy
 - f. Create something to share with a councillor
 - g. Make your group/school/community feel more connected
6. Use this to design the event. We have workshop slides and an activity pack you can use on our [Elections Resources webpage](#).
7. Promote the event by making posters or flyers, putting an announcement in a newsletter, making an announcement in person (this could be by you or a teacher / community leader), posting on social media (if appropriate), sending an email or posting in a group chat, sending personal invites, hosting a pop-up to drum up interest, or creating a short promotional video.
8. Make a list of materials you'll need on the day and source or make them e.g. pens and paper, laptops, a ballot box. We have a small amount of budget so if you need to spend money email Amelia and we can help you out.
9. It might be appropriate for you to share an agenda in advance.
10. Enjoy running the event!
11. Ask attendees to [complete this feedback form](#).
12. [Complete this feedback form](#) by 23:59 7th May 2026 to be entered into a prize draw to win a £50 voucher. See below for terms and conditions.ⁱ



Youth-Led Event Permission Request Template

Subject: Request to Run a Welcome To Your Vote Week Event

Hi [Name],

I hope you're well. I'm getting in touch because I would like to run a **Welcome To Your Vote Week** event in [school/college/youth club/sports team/community group]. This is a national week, led by the [Electoral Commission](#), that helps young people learn about elections and voting. This year it will run from 9-15th March and this year's theme is Why Voting Matters.

I think this would be a great opportunity for our group because it can help people understand who represents us, what decisions affect our community, and how young people can help create positive change.

As there will be some local elections in England this year I would like to run an event on local elections. I'm planning to use [resources](#) that have been designed by the Electoral Commission's Youth Voice Network for England. This Network is run by [I Have A Voice](#) – an organisation that supports young people who are passionate about our democracy to educate other young people about why their voices matter and how to get involved.

These activities are non-partisan and suitable for ages 11–18.

What I would like to ask:

Would it be possible for me to run this event in [location/group] during Welcome To Your Vote Week 2026?

I'm happy to:

- plan the session and share it with you in advance
- make sure everything is appropriate and well organised
- work with you to choose a suitable time and place
- follow any rules or safeguarding guidance needed
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If you're open to it, I'd love to meet briefly to discuss the plan and get your thoughts.

Thank you for considering this!

[Your Name]

[Your Age / Year group if relevant]

[How to contact you]



Template: Invitation Letter to a Local Councillor

Subject: Invitation to meet with [insert information here] / Attend our Welcome To Your Vote Week event

Dear [Cllr Name],

My name is [Your Name], and I am [age/part of: school, college, youth club, community group] in [area/ward]. I'm writing to invite you to meet with us as part of **Welcome To Your Vote Week 2026**, a national week that helps young people learn about democracy and voting.

We are planning to run a **youth-led event** on:

Date: [proposed date]

Time: [proposed time]

Location: [school/youth centre/community space]

(or "We can arrange the meeting at a time that works best for you" if flexible)

Our event will explore what local councils do, how decisions are made, and how young people can make a positive difference in their community. We would be honoured if you could:

- Attend the session to meet young people
- Answer some of our questions about local issues
- Share what your role involves
- Hear our ideas about ways to improve the community

We believe your insights will make the event more inspiring and impactful for everyone. It would be a great opportunity for you to hear directly from young people about the things that matter to us.

If you are available, please let us know [a time that works for you].

Thank you very much for considering our invitation. We hope to have the chance to meet you soon.

Kind regards,

[Your Name]

[Age / Year Group if relevant]

[School / Club / Group Name]

[Your email address or preferred contact]



Prize Draw – Terms & Conditions

I Have a Voice (IHAV). Contact: amelia@ihaveavoice.org.uk

1. Who Can Enter

- The prize draw is open to people in the UK who **run an activity about the 2026 local elections in England**.
- Examples include: a workshop, discussion, classroom activity, youth group session, or similar civic engagement activity.
- You must submit the official IHAV feedback and entry form to take part.
- One entry per person/activity.

2. How to Enter

- Run an activity about the **May 2026 local elections in England**.
- Complete the IHAV form by **11:59pm on Thursday 7 May 2026**.
- No payment, purchase, or donation is required.

3. Prize

- The prize is a **£50 voucher**.
- The voucher type will be confirmed with the winner.
- The prize is non-transferable and no cash alternative is available.

4. Winner Selection

- One winner will be chosen at random from all eligible entries within **7 working days** after the closing date.
- We will contact the winner using the details provided on the entry form.
- If the winner does not respond within **5 days**, we may select another winner.

5. Data Protection

- Your personal data will only be used to run the prize draw and contact the winner.
- Entry data will be deleted after the prize has been awarded, unless you choose to opt in to further communication from IHAV.
- For more information, please see our [Privacy Policy](#).

6. General

- IHAV may amend or cancel the prize draw if necessary for reasons outside our control.
- IHAV's decision on eligibility and winner selection is final.
- These terms are governed by the laws of England and Wales.