

## Who can organise an activity?

Any member of Carrefour européen can organise an activity, whether it's a guided visit of two hours in Brussels or a trip of several days within Europe.

## What type of activities can you organise?

Organise an activity that you yourself are keen to do and that you'd like to share with others. Activities can take place during the week or at the weekend. It's up to you how many people can take part in the activity.

## Who do we work with?

For an exhibition, contact the museum or the place where the exhibition is being held to find out whether a guided visit is possible (in one of the two working languages of Carrefour: French or English). Find out the price of the guide, the entrance fee, the cancellation conditions, and the date by which to confirm and pay.

For activities lasting a day or more in Belgium or in a neighbouring region, it's best to go through a travel agency or tourist office.

## How to go about it

*A member of the committee will help you organise the activity.*

- Submit the planned activity to the committee  
Submit an outline of the activity to the Carrefour committee (the main points of information, a date and a price).  
If the committee gives its 'agreement in principle', you can go ahead and organise the activity.
- Book the activity and prepare the necessary documents  
Once the committee has given its agreement in principle, you can make the booking for the activity and draw up the two documents needed to publish it in the newsletter and on the website:

<ul style="list-style-type: none"> <li>○ Short overview (brief outline of the activity)</li> </ul>	<ul style="list-style-type: none"> <li>○ Description of the activity (more detailed outline of the activity)</li> </ul>
<ul style="list-style-type: none"> <li>○ Registration form</li> </ul>	<ul style="list-style-type: none"> <li>○ Cost estimate</li> </ul>

Document templates are available.

At its monthly meeting, and based on the above documents, the committee approves publication of the activity.

- Publication of the activity: new activities are usually published at least 2 months before the date on which they are scheduled to take place.
- After publication, you monitor registrations and answer any questions from participants; draw up the list of participants and a waiting list to replace anyone who withdraws; send confirmation to participants about 10 days before the activity; and after the activity, draw up a Final activity overview (template available) for Carrefour européen's treasurer and secretary.

**Go for it – the Committee will help you!**