

Mothers' Union 150th Anniversary National Picnic

Planning Checklist

This checklist is designed to help you plan and enjoy a joyful, welcoming picnic as part of our **150th Anniversary celebrations**. Please use it as a guide and adapt it to suit your local context, size of branch, and community.

1) Share the vision and gather a team

- Share the idea of the **150th Anniversary National Picnic** at a branch meeting, in church, community halls or via email/WhatsApp or your Facebook page.
- Invite members to help and recruit volunteers from the community. If you are in a university city, please share poster in the university asking for volunteers. This is a great way to engage young members in the community. Planning is easier (and more fun) when shared.
- Consider who could take on small roles: coordination, food, publicity, welcome, activities, prayer.
- Keep the focus on celebration, fellowship, and hospitality.

Planning group formed

Roles agreed

2) Choose a date and time

- Choose a date, (June – July is the suggested window) that works well locally and avoids major clashes.
- Decide on a time: picnic lunch, afternoon tea, or early evening gathering.
- Allow enough time for people to relax, talk, and enjoy one another's company.

Date agreed

Time agreed

3) Pick a suitable location

- Consider how many people you expect and any accessibility needs.
- Possible venues include:
 - Church grounds or halls
 - Local parks or green spaces
 - School playgrounds or community centres

- If outdoors, make a simple wet-weather plan.
- Check whether permissions is required and make your application to the appropriate council early.
- Check the insurance considerations are needed.

Venue chosen Permissions/booking confirmed Weather backup considered

4) Spread the word

- Invite Mothers' Union members, families, friends, and the wider community.
- Use a mix of:
 - Notices in church
 - Posters and flyers
 - Social media and local WhatsApp/Facebook groups
 - Personal invitations
- Make it clear that everyone is welcome and explain what Mothers' Union is.

Invitations shared Posters/notices displayed Social media posts scheduled

5) Plan the food

- Decide on a shared picnic approach:
 - Everyone brings something to share
 - The branch provides basics, others add contributions
 - A simple packed lunch
- Consider dietary needs and allergies.
- Don't forget drinks (fruit punches, slushy drinks etc.)

Food plan agreed Contributions coordinated Dietary needs considered

6) Create a welcoming, inclusive atmosphere

- Encourage members to bring:
 - Chairs or picnic blankets
 - Games, bubbles, or simple activities for all ages
 - Music or singing, if appropriate
- Consider simple decorations to mark the 150th anniversary (bunting, colours, table signs).
- Nominate friendly 'welcomers' to greet newcomers.

Activities planned Decorations prepared Welcome team identified

7) Engaging volunteers on the day

- Volunteers are important in helping to run the day smoothly and create a warm, welcoming atmosphere. Identify clear, simple roles that people can play to support your day such as :
 - Set-up and pack-away
 - Welcome and signposting
 - Food coordination
 - Activities support
 - Photography
- Consider providing **Mothers' Union t-shirts** for volunteers so they can be easily recognised by attendees.
- Brief volunteers in advance so they feel confident and valued.
- Keep roles time-limited and light-touch, and reassure volunteers that they will be supported

Check Resources Hub for sample role descriptions and adverts templates

Volunteers role descriptions prepared Volunteers roles advertised Volunteers recruited Roles allocated Briefing shared MU t-shirts arranged (optional)

Ideas of where to advertise volunteering roles

- At branch meetings, via branch email lists and church notices
- On local church or community noticeboards
- Libraries, Local Colleges & Universities, Scouts & Girlguiding groups
- Local Community Hubs e.g. Supermarket Community Boards, Community Centres, Health Centres and GP surgeries.
- Local Facebook Groups,
- Through personal invitations – a direct ask is often most effective

Consider providing **Mothers' Union t-shirts** for volunteers so they can be easily recognised on the day.

Brief volunteers in advance so they understand their role, safeguarding expectations, and who to speak to if they need help.

8) Use the opportunity to grow Mothers' Union

- See the picnic as a gentle invitation, not a sales pitch.
- Have simple information available about Mothers' Union:
 - What we do
 - Why we matter
 - How to get involved
- Encourage conversations and relationships.
- Consider having membership forms or sign-up details available.

Information available Members briefed to share their stories Sign-up options prepared

9) Decide whether to fundraise

- Options might include:
 - A donation box
 - A small anniversary-themed activity
 - Supporting a Mothers' Union project
- Keep it optional and joyful, not pressured.

Fundraising decision made Method agreed (if applicable)

10) Safeguarding, children, and photography

- This is a **public, family-friendly event**, with parents and carers responsible for their own children at all times.
- Activities should be open, visible, and appropriate for all ages.
- **DBS checks are not usually required** for volunteers at a public event where parents remain responsible for their children and no regulated activity is taking place.
- Please avoid situations where a volunteer is alone with a child.

Taking photos on the day

- Nominate one or two people to take photos.
- Ask for verbal permission before taking close-up or identifiable photos of individuals or children.
- Group or crowd shots taken in a public setting are generally acceptable but be sensitive.
- Do not name children in captions or social media posts.

Photographer identified Permission approach agreed Safeguarding guidance shared with volunteers

11) Enjoy the day and give thanks

- Focus on friendship, celebration, and gratitude for 150 years of Mothers' Union.
- Encourage conversation and sharing stories.
- Take lots of photos (with permission) and video recordings and share on Facebook and with MSH (communication@mothersunion.org).
- Say thank you to everyone who helped and attended.
- Identify an opportunity on the day and consider sharing a short reflection or prayer of thanksgiving.

Photos taken Thanks shared Celebration recorded

Please note, this picnic is not about perfection, it is about presence, community, and thanksgiving. Enjoy celebrating 150 years of Mothers' Union together.

Simple notice for parents and carers

Mothers' Union 150th Anniversary National Picnic – Notice to Parents and Carers

Welcome! We are delighted that you and your family have joined us today.

- This is a public, family-friendly picnic.
- Parents and carers remain responsible for their children at all times.
- Activities are provided for enjoyment, but they are not supervised childcare.
- From time to time, photographs may be taken to celebrate and share our 150th anniversary.
- Please let us know if you do not wish your child to appear in photographs.

Thank you for helping us make today a joyful and safe celebration for everyone.