



Iford Methodist Church, Iford Lane, Iford, Essex, IG1 2JZ  
Tel 0208 553 4343 0208 514 3653, E-mail [office@ech.org.uk](mailto:office@ech.org.uk), [www.hidden-histories.org.uk](http://www.hidden-histories.org.uk)

## **Reminiscence sessions**

### **Preparation:**

1. Find venue and visit
2. Ensure there is disability access, toilet and check fire procedure
3. Check refreshments facilities
4. Check transport links
5. Prepare publicity and leaflet
6. Check publicity with partners logos and press release
7. Press release Local papers and council newsletters at least two weeks before session
8. Contact groups
9. Use ECH newsletter and website
10. Use social media, facebook, friends reunited, twitter
11. Prepare and source research materials
12. Check multimedia, TV, laptop projector and speakers
13. Set up RSVP list
14. Prepare signage for venue
15. Prepare short research briefing, question structure and themes for session
16. Do risk assessment (standard ECH one)



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### **To take with you on the day:**

- Signage (basic)
- Signing in sheet (contact details) and clipboard
- Eastside leaflet
- Eastside interview leaflet
- Research material
- Take ECH briefing
- Research briefing and session structure
- Try out multimedia equipment in the office i.e. PowerPoint, DVD and **Speakers**
- Multimedia equipment (if needed), Laptop, Projector, speakers
- A selection of books (just 2 or 3)
- Blue Tack
- Cello tape
- Pens
- Refreshments if needed
- Arrive early and set up room
- Put up signage
- Check Cameras are charged
- Camera



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### **Before sessions**

1. Make sure everyone signs in for Health and Safety reasons as well as you may want to contact them afterwards for an interview.
2. Check with room booking if there is a fire drill arranged for that day
3. Set up room
4. Set up equipment
5. Inform participant's where toilets and fires exits are in the building
6. Always take pictures but ask people first, never take pictures without consent- if under 18 must have guardian permission.
7. Always explain what the session is for and talk for a few mins about Eastside and explain the archive and what we do
8. Always ask people if they have pictures (we will borrow and digitise)
9. Make sure all volunteers have research briefing and themes
10. Brief volunteers and anyone helping on the sessions and what they will be doing
11. Ensure everyone has a copy of the risk assessment

Eastside Community Heritage