



**British Mycological
Society** promoting fungal science

UK FUNGUS DAY: RUNNING A FUNGI EVENT





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Contents

UK Fungus Day: 3

Promoting Fungal Science: 4

Planning Your Event: 5

Health & Safety: 6

Publicising Your Event: 7

Sharing Your Event: 8

Resources: 9

Contacts: 10



UK Fungus Day

Health & Safety



It is important to make sure that your event is safe for yourselves and for the public to attend. The following are some points to bear in mind when planning your event, to make sure that you and your participants are not put at undue risk.

- ❖ **Risk Assessment:** It is important that you think about and plan a risk assessment, to establish how to deal with hazards on your event. The BMS has a template Risk assessment that you can adapt here. The HSE has a five-step plan that you can read here.
- ❖ **Public Liability Insurance.** The BMS offers insurance to affiliated fungus groups. If you are not affiliated to us, you need to make sure your event is covered for liability. Most public venues have this in place already, but you should make sure by contacting the landowners. The National Council for Voluntary Organisations has more information on insurance for voluntary groups here.
- ❖ **Child Protection.** The BMS strongly recommends that children are vulnerable persons attending events are always to be supervised by their parents or guardian(s). If you are working alone with children or vulnerable persons, you will need a DBS check (formerly CRB). More information can be found here.
- ❖ **Further Assistance.** The BMS is happy to advise further on running an event safely. We would also encourage you to run your event cooperatively with an affiliated fungus group: <https://www.britmycolsoc.org.uk/mycology/recording-network/groups>



UK Fungus Day



Publicising Your Event

It is important to make sure that people know your event is happening and that you advertise it effectively. Dealing with the media is a daunting experience, but it need not be for simple but effective publicity. Here are a few simple techniques to help publicise your event:

- ❖ **Press Release.** Create a simple press release and email it to local newspapers a few weeks before the event. A draft press release is available from the UKFD website using the link below. It should contain all the basic info and a quote from the organiser—giving them all they need to go to print!
([Press Release Template](#))
- ❖ **Social Media.** Make the most of social media sites, such as Twitter and Facebook. Many people have accounts and they are free to use. It also provides a quick and easy way for people to get in touch with you.
- ❖ **Publicity Materials.** Design and print some leaflets and posters, with the main details, such as date, location, time, fee etc., and distribute them in local shops, libraries, and notice boards. Make them eye-catching!
- ❖ **Tell us about it!** We have a dedicated website and will happily include your foray. Email the details to: ukfungusday@britmycolsoc.info

UK Fungus Day



Contacts

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WEBSITES

[British Mycological Society](#)

[UK Fungus Day](#)

Fungus Identification

[iSpot](#)

[First Nature](#)

[Myco-keys](#)

[BMS/UKFD Facebook Group](#)



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