

I AM
Remarkable

Remarkable Together

Blueprint and Resources for
Local Event Leads

Table of Contents

Slide Numbers	Content
<u>3-5</u>	Overview
<u>6-13</u>	Step by Step Guide to planning your event
<u>16- 22</u>	Editable Social Templates
<u>23-35</u>	Email Banners and Graphics



2025: Remarkable Together

In 2025, **#IAmRemarkable** will emphasize creating meaningful in-person connections among the global community of facilitators **via a series of local activations under the umbrella of Remarkable Together**. We will encourage local leads to organize their own events aligned with significant milestones in the **#IAmRemarkable** calendar, fostering a sense of unity, community, belonging, and empowerment.

Our aims:

1. Strengthen a sense of belonging and create lasting real world local communities of **#IAmRemarkable** facilitators.
2. Engage new participants and increase awareness of the **#IAmRemarkable** movement.

Call out for **Local Event Leads**

Organizing a local event is more than just hosting a gathering—it's an opportunity to create a lasting impact in your community and beyond! Here's why you should consider being part of this exciting initiative!

- 1. Build Connections-** By hosting a local event, you will be helping to create a real world community of #IAmRemarkable facilitators. We already know how strong and supportive this community is online- now we want to transfer that to in person events.
- 2. Amplify a Global Movement-** Your local event contributes to the larger mission of #IAmRemarkable, spreading its message to new audiences and empowering even more people.
- 3. Develop Your Leadership Skills-** Running an event is an incredible opportunity to develop and showcase your leadership, organization, and facilitation skills. You'll gain experience in event planning, community engagement, and creating safe, inclusive spaces.
- 4. Get Rewarded!-** We will be offering various rewards to local event leads throughout the year, including online features, special badges and access to exclusive events. In addition to that, all local leads will be considered in a new category celebrating local events at the **#IAmRemarkable Awards 2025**.



Ready to **plan your event?**

This document provides you with a framework for how to run your own local event in partnership with #IAMRemarkable.

We will be running Q&A sessions throughout the year to go into further detail about the process. [Sign up for the next one](#)

For more information please check the #IAMRemarkable LinkedIn group or contact remarkabletogether@rmrkbity.org

[Read case studies from previous local events here](#)

1. Choose your event



Select the #IAMRemarkable moment that you would like to run a local event alongside

We recommend getting components in place as early as possible, with a suggested lead up time of 8-10 weeks.

Please note: The cut off date for notifying the #IAMRemarkable team is 4 weeks prior to your intended event date

2. Assemble your team

It's entirely up to you whether you want to run your event solo or as part of a team: but in our experience team work makes the dream work.

A good starting point will be the other **#IAMRemarkable facilitators** from within your company- or the **in house events team**, if there is one.

Alternatively, you can put a call out on the [#IAMRemarkable LinkedIn Group](#) for facilitators local to you who might want to collaborate.

3. Secure a venue

Choose an accessible venue of any size. This could be a room at your workplace, in a community centre or co-working space, or a private room in a restaurant!

Ensure that you have the capability to screen the live event/ watch party

- If the venue has significant AV capacity, please advise us. Where possible, we will connect satellite events to the main event: but this is not a prerequisite and shouldn't deter you from hosting an event!



4. Event Cost

Before planning your event's agenda and offerings, it's important to consider your available **budget**.

While it's entirely up to you how ambitious you want to be, please note that #IAmRemarkable is **unable** to cover any costs, and the financial responsibility for the event—including expenses such as refreshments and merchandise—will be **yours**. Even a small budget can go a long way in creating a welcoming and engaging experience for attendees.

We encourage you to plan within your means and explore potential **sponsorships or collaborations** to help you cover your costs.

In exceptional cases, if covering costs presents a challenge and you feel a small participation fee is necessary, please **reach out to us first for approval** before proceeding. This should be considered a last resort to ensure accessibility for all attendees.

remarkabletogether@rmrkbilty.org



5. Sponsorship

Encourage your organisation to become an official sponsor of #IAmRemarkable, by supporting your local activation!

To discuss this further, please contact

remarkabletogether@rmrkblty.org

6. Create your Agenda

Part of your event should involve a watch party of the **#IAMRemarkable** event that is being broadcast, but it need not be the only item on the agenda!

Some ideas for building your event:

- **Watch Party for #IAMRemarkable key events**
- **Networking activities**
- **Panel talk**
- **Live entertainment**

All programming should be in line with the [#IAMRemarkable mission](#), and support the values of the movement.

[More ideas on creating an agenda](#)

7. Invite local facilitators!

Important: Please read carefully!

1. Design a registration form for your event using Google forms or an equivalent platform. Here are some examples from previous local events: [Example 1](#) [Example 2](#)

Remember to include:

- A question regarding accessibility requirements, and dietary restrictions, if applicable.
 - A cut off date for registering.
 - A tick box that confirms attendees consent to having photographs used on #IAmRemarkable online channels. [Full wording can be found here](#)
2. Please include a **link to your registration form** when you add your event to the [Remarkable Together Events Directory](#)
 3. It is important that the #IAmRemarkable team receives this information. If you provide us with this information at least 6 weeks before your event, we hope to be able to connect you with facilitators in your region to notify them, and potentially put details of your event on the #IAmRemarkable website for the larger events.

8. Promote your event

Refer to **Slide 18** onwards for [editable assets](#) that can be used to spread the word about your event! Whilst these events are **predominantly aimed at bringing #IAMRemarkable facilitators together**, we're happy for you to broaden the invites to people who are aligned and interested in the mission.

1. Promote your event on your own social media and on the [#IAMRemarkable general group](#). Don't forget to tag #IAMRemarkable in all your posts!
2. Share event details in **personal and professional groups**, such as WhatsApp, Slack, or Facebook groups, highlighting why it's a unique opportunity.
3. Reach out within your organization, and to community groups that align with the #IAMRemarkable mission.
4. Create a [personalized email](#) invite using the branded assets and send it to your network, emphasizing the benefits of attending the event.



9. Provide information

Once you have your list of registered attendees:

- Ensure they receive the essential details well in advance. This includes the event's **date, time, and exact location**, with a map or directions if necessary.
- Include information about **parking, public transportation options**, and **venue accessibility**.
- You may also like to provide an option to add the event to attendees' **calendars**
- Attendees should be informed of any specific entry requirements, such as **tickets, IDs, or dress code**.
- Include a **schedule** or **agenda** for the event
- **Contact details** for support or questions should be clearly provided, and a **reminder email** closer to the event date can help attendees feel prepared and confident about attending.

Take a look at this [example email from the #IAmRemarkable Awards](#)

10. Document your event

Take photos! This a great moment for you to share on social media your amazing achievement of organising an event. Don't forget to tag #IAmRemarkable in your social posts and to use the hashtag #IAmRemarkable.

Depending on your budget, you could;

- Have a designated team member taking photos on a mobile device or hire a photographer and/or videographer to document the event with photos, videos and short interviews with attendees
- Create environments for branded photo opportunities with banners and props
- Hire a photo booth! It's a fun way to engage attendees and usually comes with branded options

[Read more here](#)





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11. Keep the momentum going!

What to do after the event? First: enjoy, reflect and celebrate your hard work and achievement! Well done!

Now that you have made the first steps towards building a community of **#IAmRemarkable facilitators** in your area, what's next?

- Form a WhatsApp group
- Plan quarterly meet ups
- Run your own skill sharing sessions
- Decide who will run the next event to coincide with an #IAmRemarkable milestone moment!

Read the case study of the [#IAmRemarkable Mexico City local leads](#). After running a satellite event for the #IAmRemarkable Awards, they have gone on to form a brilliant real world community of facilitators which supports and uplifts one another!



12. Feedback Form

We would love to hear all about your event and the next steps you have planned with your new community! Please tell us all about it [using this form](#). It's useful for us to hear your reflections and learnings so we too can learn from them, and help future local leads to plan their events.

The information you provide in this form will also be used as a means of assessing your event in a new category at this years' **#IAMRemarkable Awards** that will celebrate local events. As a local event lead you have automatic consideration in this category, but if you **do not** wish to be considered, you can select the option to opt out on the form.

Please remember to send us a link to your event photos and videos: if you obtained the appropriate permissions from your participants, we can use them to form part of our events gallery online.

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Do's:

1. **Clearly Label as a Local Activation Event:** Clearly communicate that the event is an #IAmRemarkable **local activation** to avoid any confusion with global or broader initiatives.
2. **Use Logos Appropriately:** Use the official #IAmRemarkable logos only for key moments and approved local activation events for facilitators.
3. **Highlight Local Relevance:** Customize the event to address the specific needs and interests of your local audience, while staying aligned with the overarching #IAmRemarkable mission.

Don'ts:

1. **Do Not Use Logos Outside Approved Contexts:** Refrain from using #IAmRemarkable logos for any events or materials that are not part of key moments or certified local activation events.
2. **Do Not Deviate from the Core Framework:** Do not include additional initiatives as official part of the #IAmRemarkable event.
3. **Do Not Misrepresent the Purpose:** Ensure the event is framed as a local activation of the global initiative, not as a standalone or unrelated event.

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Editable Social Templates

Instructions to use

Facilitators

In the following pages you will find links to editable assets for you to personalise as you promote your event.

We also invite you to utilise the logos and graphics. If customising your own assets, please do so in line with brand guidelines.

Please ensure that the **LOCATION (City and Country)** is prominently displayed.

Instructions for editable assets:

- 01 Choose one of the templates and edit the relevant details.
- 02 To download, select the slide and click File > Download > JPEG image



International Women's Day

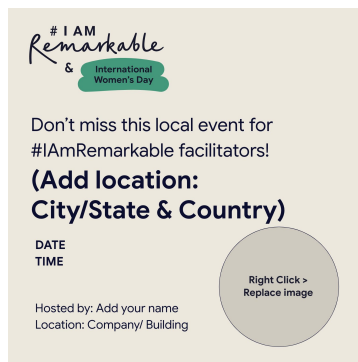
Click on the links for the full range of editable templates to promote your own IWD local event!

To avoid confusion, please use this layout, ensuring that the **location of your event** is featured prominently and centrally.

[Click here for Instagram & Twitter versions](#)



[Click here for LinkedIn versions](#)





Pride

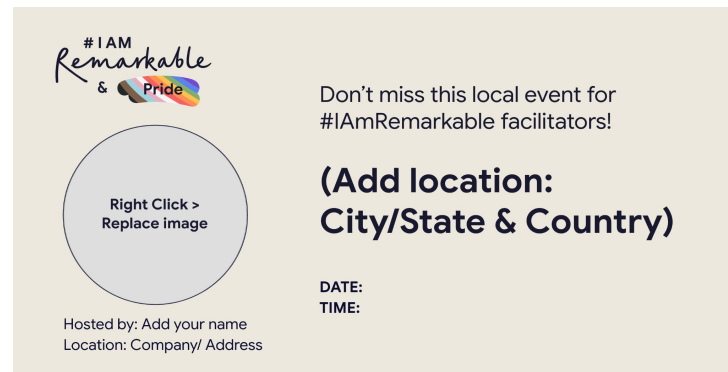
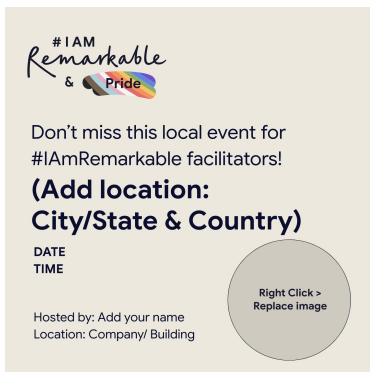
Click on the links for the full range of editable templates to promote your event!

To avoid confusion, please use this layout, ensuring that the **location of your event** is featured prominently and centrally.

[Click here for Instagram & Twitter versions](#)



[Click here for LinkedIn versions](#)





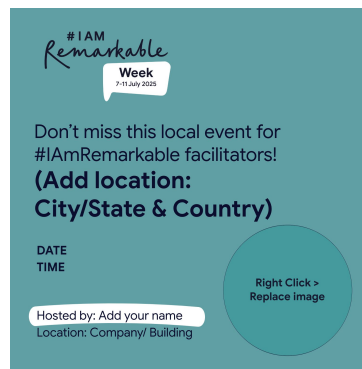
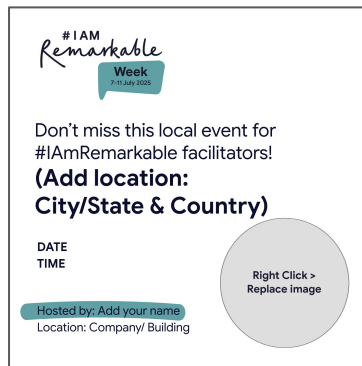
#IAmRemarkable Week

Click on the links for the full range of editable templates to promote your Local event!

To avoid confusion, please use this layout, ensuring that the **location of your event** is featured prominently and centrally.

[Click here for Instagram & Twitter versions](#)

[Click here for LinkedIn versions](#)



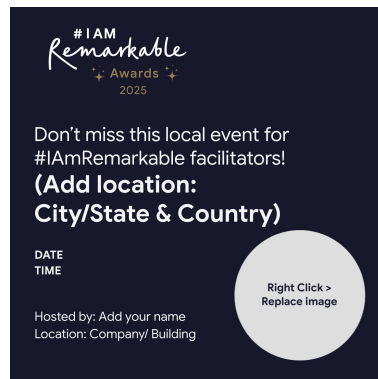


The #IAmRemarkable Awards 2025

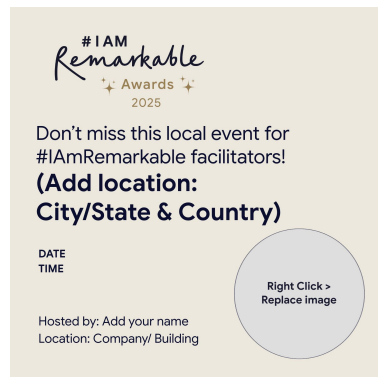
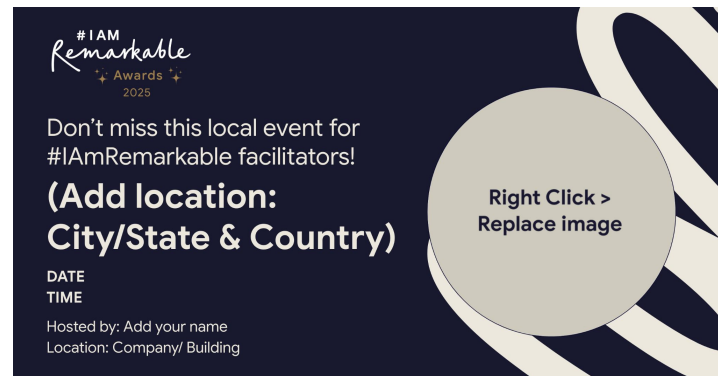
Click on the links for the full range of editable templates to promote your Local event! There are many more to choose from!

To avoid confusion, please use this layout, ensuring that the **location of your event** is featured prominently and centrally.

[Click here for Instagram & Twitter versions](#)



[Click here for LinkedIn versions](#)





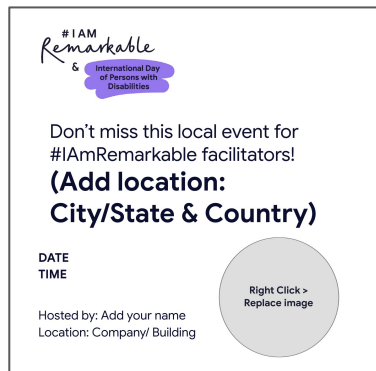
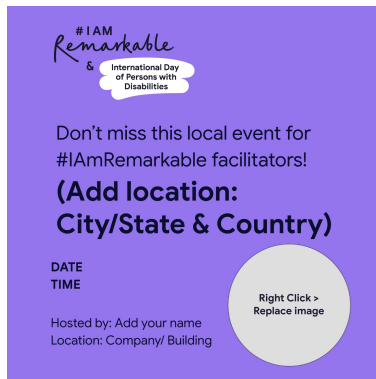
International Day of Persons with Disabilities

Click on the links below for
the full range of editable
templates to promote your
Event!

To avoid confusion, please use
this layout, ensuring that the
location of your event is
featured prominently and
centrally.

[Click here for Instagram &
Twitter versions](#)

[Click here for LinkedIn versions](#)



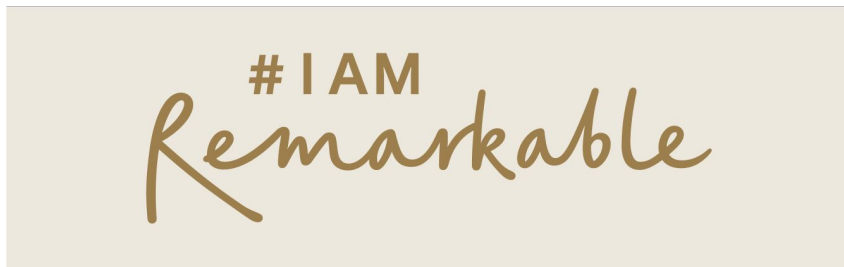


Email Banners & Graphics

[Click here](#)



[Click here](#)



[Click here](#)



[Click here](#)

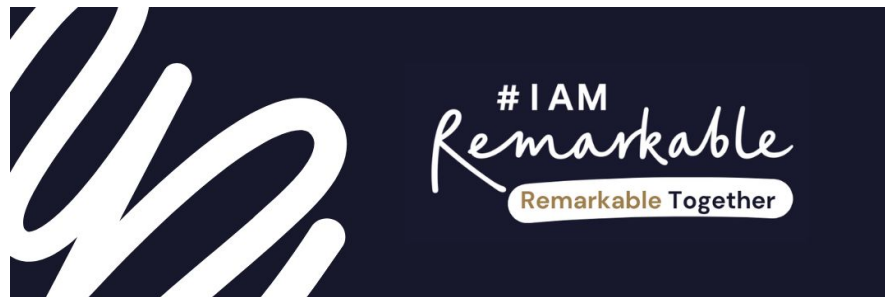


[Click here](#)



[Click here](#)

[Click here](#)



[Click here](#)

[Click here for logo](#)



[Click here for logo](#)



Hex codes for International Women's Day colours:

International Women's Day
Green
0FAE87

#IAR Beige
ECE8DD

White
FFFFFF



[Square](#) (Twitter and Instagram) Social Post



[Landscape](#) (LinkedIn) Social Post



[Banner/ Header](#)





[Click here for logo](#)



Hex codes for #IAMRemarkable &
Pride colours:

Trans White F5F5F5	Trans Pink EAADC0	Trans Blue 9DD4E1	People of color Brown 7C6048
People of color Black 242829	Life Red F56161	Healing Orange FF8F52	New Ideas Yellow FFC14F
	Prosperity Green 84AE68	Serenity Blue 5C84EB	Spirit Violet 764BD1



Landscape (LinkedIn) Social Post



Landscape (LinkedIn) Social Post



Square (Twitter and Instagram) Social Post
([Rainbow](#), [Plain](#))



Banner/ Header



[Click here for logo](#)



[Click here for logo](#)



Hex codes for #IAmRemarkable Week
colours:

#IAR Turquoise
49A1A4

#IAR
Turquoise
Light
9ED6CF



Square (Twitter and Instagram) Social Post
([Photo](#), [Plain](#)) (UPDATE LINK)



[Landscape](#) (LinkedIn) Social Post



[Landscape](#) (LinkedIn) Social Post



[Banner/ Header](#) -UPDATE LINK



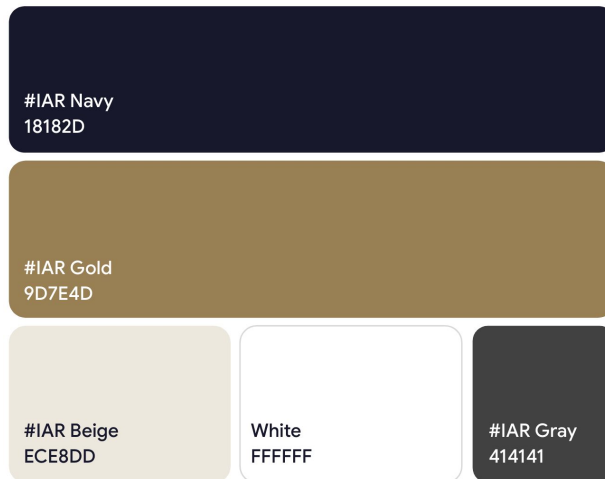
[Click here for logo](#)



[Click here for logo](#)



Hex codes for #IAMRemarkable
Awards colours:





Landscape (LinkedIn) Social Post

Landscape (LinkedIn) Social Post

Square (Twitter and Instagram) Social Post



Banner/ Header



[Click here for logo](#)



[Click here for logo](#)



Hex codes for #IAmRemarkable
marks International Day of Persons
with Disabilities colours:

International Day of People with Disabilities
Purple
9B70F4

White
FFFFFF



Landscape (LinkedIn) Social Post



Landscape (LinkedIn) Social Post



Square (Twitter and Instagram) Social Post



Banner/ Header



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For any questions please
contact iar@rmrkblty.org