Traditions & events organizer toolkit

A small-event launch kit with an invitation, welcome post, first-month rhythm, and venue-and-weather checklist.

01 / Before you invite people

1. Look for an existing group at nayborlee.com/explore before starting another.

2. Choose a recognizable name, broad location, and a clear description of who belongs.

3. Decide on a free public introduction or a fully private group with Organizer coverage. Member conversations and lists stay inside the group in either case.

4. Propose the group at nayborlee.com/start. Public groups are reviewed before they open; private groups open after confirmed payment. Complete the setup shown in your account before inviting members.

5. Agree who will welcome people and help organize. Choose joining rules that fit your group.

6. Post the welcome below and make one small plan. Share invitations using your group's chosen joining method.

Your first month

Week 1: Pick a small idea - Ask what people would enjoy and choose one achievable plan.

Week 2: Confirm the details - Check the venue, access, timing, and backup plan.

Week 3: Invite and gather - Post clear joining instructions and share small volunteer jobs.

Week 4: Carry it forward - Ask what worked and whether people would like to do it again.

02 / Words you can make your own

Replace every bracketed prompt before sharing. Use a public introduction link on a public flyer; share one-use invitation links only with their intended recipients.

An invitation

You're invited to help start [group name] for [broad area]. We're using Nayborlee to make small plans and keep local traditions going. Once the group opens, follow [group introduction or invitation link]. Our first idea: [activity/date]. We'll confirm the venue, any cost, and access details before the gathering. Members participate free.

Your first welcome post

Glad you found your way to [group name]. What is one simple thing you would enjoy doing together? Our first plan is [activity/date/time/place], subject to [permission or confirmation]. Details: [official link]. Reply by [date] if interested. Please ask before sharing photos of others.

A simple first-plan template

Who would like to join [activity]? When: [day and time]. Where: [confirmed meeting place]. Access: [step-free route / seating / other useful notes]. Cost or what to bring: [details]. Reply by [date] if interested. Backup plan: [rain or space alternative].

A few group agreements

- Keep conversation useful, kind, and connected to the group's purpose.

- Ask before sharing another person's photo or personal details. Keep home, unit, and access information out of public materials.

- Use official channels for urgent issues, formal notices, and emergencies.

- Check details with the original source. Record when each local link was last checked.

03 / Make it local

Keep this worksheet for your organizing team. Share only the details appropriate for your public introduction or member group. Add official links instead of unverified advice.

Group name / neighborhood / city / ZIP

_____

Activity / date / start and finish time

_____

Venue permission or booking contact

_____

Accessibility / seating / restrooms

_____

Cost / supplies / what to bring

_____

Volunteer jobs and point of contact

_____

Weather / cancellation / backup plan

_____

Original event link and last-checked date

_____

Local links last checked: _____ By: _____

Useful starting points

Find a group: nayborlee.com/explore Start a group: nayborlee.com/start County activities and area guides: nayborlee.com/happenings Current pricing and trial terms: nayborlee.com/pricing

Neighbors participate free. A public-introduction group is free. Fully private groups use an Organizer plan. Review current pricing and any applicable trial renewal terms before choosing a paid plan.