



Resources Key

All of the resources required to run a SoMe event are available on the SoMe website. The following key will indicate what each document is and how it is used to prepare and run a SoMe event.

Documents P1-P4 are for organisers to read, use and action while **planning and preparing** for a SoMe event. Documents E1 – E6 are for use at **events**. Documents V1 – V8 are for **volunteers**: V1 – V5 should always be sent to volunteers as their event pack/induction, whilst V6- V8 are useful documents in some circumstances.

Document No.	Document Name and Purpose
P1	SoMe Resources Key (this document) – highlights the purpose of all SoMe resources.
P2	What is SoMe? – explanation of the SoMe concept for organisers to refer to, and to quote in promotion of SoMe events.
P3	SoMe Terms of Use – the agreement all organisers have to adhere to in order to be given permission to run a SoMe event.
P4	SoMe Logo – .eps version of the SoMe logo to use in promotion of a SoMe event.
E1	Wall Poster – to be attached to ‘The Wall’: the area where SoMe volunteer profiles are displayed.
E2	Chat Room Poster – used to highlight the space where conversations take place at a SoMe event.
E3	Message Board Poster – to be attached to the ‘Message Board’: the area where participant responses to conversations with SoMe volunteers are displayed.
E4	ThoughtBox 140 Handwrite – a SoMe thought bubble with 140 boxes for participants to write conversation responses in, making sure handwritten responses do not exceed 140 characters. Once completed, the text can be typed or neatly written into a ThoughtBox_Edit document for display at events.
E5	ThoughtBox Edit – an editable PDF thought bubble so that participants’ responses to conversations can be typed and printed at events and are limited to 140 characters. Once typed and printed or neatly handwritten, these are displayed on the message board.



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E6	Conversation Record Sheet -for volunteers to record the number of conversations they have at events: these should be filled in by each SoMe volunteer and handed to the organiser at the end. Print on card and cut into 4.
V1	SoMe Volunteer Synopsis - a brief description of the SoMe concept for all volunteers.
V2	SoMe Volunteer Info - information for volunteers about their SoMe volunteering role and how to complete their SoMe profile.
V3	SoMe Profile Page - the A3 document for SoMe volunteers to write their profile and a quote about their experience in 140 characters or fewer. This document is an editable PDF which only allows 140 characters in the quote bubble and a limited amount of text in the 9 profile boxes. This document should be printed in A3, laminated and displayed on the wall, which will contain one profile for each SoMe volunteer.
V4	Example Profile 1 - an example of a profile used in a previous event, which SoMe volunteers can use to help them fill in their own profile.
V5	Example Profile 2 - an example of a profile used in a previous event, which SoMe volunteers can use to help them fill in their own profile.
V6	SpeechBox 140 Handwrite - if a volunteer would like to handwrite their profile, this helps them to keep their personal quote to a maximum of 40 characters. Organisers can then type the text into a SoMe Profile Page for the event.
V7	SpeechBox Edit - this is an A4 document, which is the top half of the SoMe Profile Page. It can be used in conjunction with document V8 if organisers do not have access to an A3 printer.
V8	Profile (Lower Section) - this is an A4 document, which is the bottom half of the SoMe Profile Page . It can be used in conjunction with document V7 if organisers do not have access to an A3 printer.