



ASSOCIACIÓ KEEP CALM BARCELONA

KEEP CALM SOCIAL

Organiser Guide

ORGANISER GUIDE

Generated 26 August 2026

THE ROLE IN ONE SENTENCE

Most plans in this group run themselves - members post "who's in?" and go. Your job is the ones that need a helping hand: bigger events, paid events, and keeping the group's posting rules working.

You're a volunteer, same as everyone else who helps Keep Calm run - this guide is guardrails so we're roughly on the same page, not a checklist you're marked against.

HOW SOCIAL ACTUALLY RUNS

There's no weekly slot - Social runs on whatever members propose, as they propose it. Casual invites ("who wants dinner Saturday?") need no organiser at all; members post those themselves and sort out numbers directly. Your role starts when an idea is bigger than that, or when someone wants to bring something from outside the community into the group.

WHAT'S AUTOMATIC

Nothing here is automated by design - Social is member-driven, and the official posts that do need one are yours to make when they're needed.

WHAT'S YOURS

- **Turn interest into an event:** once a casual suggestion gets real traction, post it properly with time, place, cost, and a way to confirm numbers
- **Gatekeep external content:** approve or decline external event links, flyers, and Meetup or Instagram posts before they go in the group. Casual "who's in?" invites and official Keep Calm events are always fine; outside links, ticketed events, and anything that reads as promoting another community or platform need your sign-off first
- **Watch for commercial activity:** no buying or selling, and no promoting other communities - flag and remove it if it shows up
- **Answer questions** in the group about a planned event
- **Welcome newcomers** and encourage them to jump into whatever's happening
- **Day-of calls** for anything you've turned into an official event: weather, timing, headcount

JUDGEMENT CALLS THAT ARE YOURS ALONE

- Whether a casual suggestion is ready to become an official post

- Approving or declining external links, flyers, and outside-event shares
- Format and logistics for the events you organise directly

ASK ANOTHER ORGANISER FIRST

- Recurring paid partnerships, like a regular venue discount or festival tie-in
- Anything that looks like it needs its own budget or contract
- Collaborations with other Barcelona communities or Meetup groups

TALK TO THE COMMUNITY LEAD FOR

- Money beyond the above
- Bans and appeals
- Partnership contract changes
- Anything technical: automation, the website

STEPPING DOWN

If you're stepping down, follow the Stepping Down checklist in the Association's [Organiser Guide](#).