

Tool – Checklist for community engagement events

1. Venue

Select a venue that is:

- accessible for all
- easy to find, close to public transport and carparking
- appropriate in size for the number of participants and the proposed engagement activity
- safe and well-lit
- adhere to Covid-19 protocols
- fitted with appropriate lighting, heating/cooling and power points (remember to ask yourself if extension cords or power boards will be needed)
- equipped with good sound quality (consider if roving microphones will be needed)
- use an online registration process to manage rsvps and communicate with attendees

2. Catering

Consider catering that is appropriate to the audience, type of event and timing.

Remember to:

- always provide water, hot drinks and healthy food options
- provide more substantial refreshments at events that are held at meal times
- accommodate necessary dietary and cultural requirements when ordering food
- consider whether there is a local community group that might be willing to provide catering as a way of raising funds or contributing to the engagement
- endeavour to employ local catering companies.

3. Staffing

Staffing the engagement event needs to ensure that:

- people are available to help with set-up and preparation
- there is a single event manager / point of authority on the day of the event
- there is a sufficient number of trained facilitators at the event to manage the expected number of participants
- there are experienced 'scribes' at each table who have been adequately briefed
- IT/AV specialists are on hand to assist with technology setup and troubleshooting

- hospitality personnel are available to attend to the registration desk and manage catering arrangements
- security personnel, parking attendants, first aid officer/s, interpreters (including sign language interpreters), covid marshalls are considered on an as-needed basis, depending on the scale and nature of the engagement event.

4. Workshop materials

Workshop materials should include:

- directional signs
- registration lists/name tags/agendas and any preparatory reading
- maps and plans
- A1 paper for recording
- thick pens, pencils, blue tac, pins or velcro, post-it notes, coloured dots
- prepared templates for providing feedback
- children's art materials if there are to be activities for children.