

## **SPEAKOUT: A QUICK-AND-EASY CHECKLIST**

**[www.speakoutplanning.com](http://www.speakoutplanning.com)**

Many different SpeakOuts have been organized in various venues in many different places in the past 19 years. Depending on the design of each SpeakOut, the organizers have come up with some kind of action checklist to help with the hundreds of details that need to be taken care of.

Below is a generic SpeakOut checklist taken from (and inspired by) the various existing checklists that have been very useful in the past. You can create your own format of checklist that works for you and the type of SpeakOut you want to organize. Please refer back to the content of this book for more detailed information.

<b>Time</b>	<b>Activity/Session</b>	<b>Details</b>	<b>Who?</b>
<b>Pre-Workshop</b>	<b>Venue setup</b>	<input type="checkbox"/> Accessible highly visible location in the area	
		<input type="checkbox"/> Big enough room for the number of participants expected (or use adaptable venue, like tent)	
		<input type="checkbox"/> Determine point of entries (create them if there are no natural ones) that are easily identifiable	
		<input type="checkbox"/> Design circulation flow of the crowd between and in issue stalls	
		<input type="checkbox"/> Extra rooms or stalls for storage, children's activities, catering, and briefing and debriefing sessions, a safe place to store valuables	
		<input type="checkbox"/> Sufficient lighting (natural or electrical)	
		<input type="checkbox"/> Control the temperature (or make sure to provide enough shade if venue is outdoor)	
		<input type="checkbox"/> Enough cover (or anticipate bad weather if venue is outdoor)	
		<input type="checkbox"/> Kitchen or catering facilities (or access to water supply) near the workshop location (not too close as to avoid distraction)	
		<input type="checkbox"/> Accessible washrooms	
		<input type="checkbox"/> Available parking and proximity to public transport	
		<input type="checkbox"/> Accessible for wheelchairs	
		<input type="checkbox"/> Access to power outlets	
		<input type="checkbox"/> Obtain permit & take care of insurance	
	<b>Catering</b>	<input type="checkbox"/> Determine type of food (breakfast, lunch, dinner, or a series of finger foods)	
		<input type="checkbox"/> Assign caterer (or hire professionals)	
		<input type="checkbox"/> Provide enough utensils	
<input type="checkbox"/> Waste bins and recycle bins			
	<b>Entertainment</b>	<input type="checkbox"/> Contact entertainers (local groups or community-oriented professionals)	
		<input type="checkbox"/> Town crier or clowns to attract and draw people in	
		<input type="checkbox"/> Face painters	
		<input type="checkbox"/> Borrow or rent audio sound system	
	<b>Equipment</b>	<input type="checkbox"/> Tables and chairs (rent if need to)	
		<input type="checkbox"/> Foam boards (pin boards?)	
		<input type="checkbox"/> Decoration materials	
		<input type="checkbox"/> Laptop & portable printer	
		<input type="checkbox"/> TV/Video or screen	

	<b>Supplies</b>	<input type="checkbox"/> Agendas with process description	
		<input type="checkbox"/> Green Sheets for comments or questions	
		<input type="checkbox"/> Cardboard or plastic box at each stall to hold material	
		<input type="checkbox"/> Butchers paper	
		<input type="checkbox"/> Thick markers - Artline 70s and 90s	
		<input type="checkbox"/> Pins	
		<input type="checkbox"/> Masking tape	
		<input type="checkbox"/> Biro's	
		<input type="checkbox"/> Blu Tak	
		<input type="checkbox"/> Scissors	
		<input type="checkbox"/> Velcro dots, Velcro strips	
		<input type="checkbox"/> Paper for extra signs	
		<input type="checkbox"/> Extension cords	
		<input type="checkbox"/> Double adaptors	
<input type="checkbox"/> Non-permanent markers and white board duster or cloth			
	<b>Signs</b>	<input type="checkbox"/> SpeakOut "name" & logo	
		<input type="checkbox"/> Site "map" with stalls, activities and facilities labeled	
		<input type="checkbox"/> Stall name & numbers	
		<input type="checkbox"/> Large signs identifying activities	
		<input type="checkbox"/> Large signs identifying facilities (food, toilet, registration, parking lot)	
		<input type="checkbox"/> Large signs identifying main entry & summary of SpeakOut	
	<b>Registration desk</b>	<input type="checkbox"/> Locate the desk to facilitate queuing and reduce congestion	
		<input type="checkbox"/> Ensure that it is sheltered and that it is placed in a transition/welcoming zone that feels quite separate from the main SpeakOut	
		<input type="checkbox"/> Registration Sheets	
		<input type="checkbox"/> Sign explaining the timetable of events	
		<input type="checkbox"/> Sign explaining the SpeakOut	
		<input type="checkbox"/> Welcome & "Register Here" sign	
		<input type="checkbox"/> "Ask Me" badges for project team members, facilitators and recorders	
		<input type="checkbox"/> "Where do you live" sign	
		<input type="checkbox"/> Large aerial map of the area for "Where do you live"	
		<input type="checkbox"/> Coloured sticky dots	
	<b>Advertising/Invitation</b>	<input type="checkbox"/> Send invitations to entire stakeholders list	
		<input type="checkbox"/> Advertise in local paper	
		<input type="checkbox"/> Advertise in the area newsletter (liaise with schools, churches and other groups in the area)	
		<input type="checkbox"/> Place invitation and background material on website	

	<b>Information on display</b>	<input type="checkbox"/> Design and set up the issue stalls	
		<input type="checkbox"/> Consider how and where the information will be presented	
		<input type="checkbox"/> Label everything! If previous workshop information can be used—clarify it and use it!	
		<input type="checkbox"/> Redraw the material and presented in simple language.	
		<input type="checkbox"/> Display work in progress using clear summaries	
		<input type="checkbox"/> Avoid technical jargon and use everyday terms and language that is easily understood	
		<input type="checkbox"/> Translate information reflecting the participating community	
		<input type="checkbox"/> Mount information on foamcore or Corflute	
		<input type="checkbox"/> Prepare photos (print on heavy glossy paper or laminate)	
	<b>Facilitators and other staff</b>	<input type="checkbox"/> Appoint project manager	
		<input type="checkbox"/> Contact details for facilitators circulated	
		<input type="checkbox"/> Email confirmation of facilitators attending	
		<input type="checkbox"/> Facilitator agenda drafted	
		<input type="checkbox"/> Facilitator notes circulated	
		<input type="checkbox"/> Stalls and roles allocated, including registration table	
		<input type="checkbox"/> Allocate a place and time to brief and debrief the facilitators and recorders	
		<input type="checkbox"/> Make sure the Accountability Group members are over-viewing the process (invite them to help in the preparation of the <i>SpeakOut</i> )	
<input type="checkbox"/> Interpreters (from community) confirmed			
<input type="checkbox"/> Set up and tear down staff organised			

<b>On the Day</b>	<b>Facilitator Briefing</b>	<input type="checkbox"/> Ensure facilitators attend	
		<input type="checkbox"/> Facilitator Agenda	
		<input type="checkbox"/> Staff for Registration desk	
		<input type="checkbox"/> Run through process with staff at registration desk	
	<b>Registration</b>	<input type="checkbox"/> Large aerial map of Footscray for “Where do you live”	
		<input type="checkbox"/> “Where do you live” sign	
		<input type="checkbox"/> Instructions for “Where do you live”	
		<input type="checkbox"/> SpeakOut instructions	
		<input type="checkbox"/> SpeakOut instructions and ‘you are here’ map with instructions	
		<input type="checkbox"/> Tickets or “passport” for food	
		<input type="checkbox"/> Instructions for children’s area including directions	
		<input type="checkbox"/> Process description for the main project and description of consultation conducted to date (if any)	

<b>Post Workshop</b>	<b>Facilitator Debriefing</b>	<input type="checkbox"/> Ensure all attend	
		<input type="checkbox"/> Nominate a note-taker	
		<input type="checkbox"/> Copies of pay sheet pro-formas and the statutory declarations for payment	
	<b>Clean up</b>	<input type="checkbox"/> Ensure hire people are organised to pick up gear at the end of event	
		<input type="checkbox"/> Ensure tent people are organised to pick up tents at the end of event	
		<input type="checkbox"/> Ensure all attend until one hour after the end of event to help with pack down	