Registry Week Checklist

Timing

☐ Agree project timings
☐ Consult for availability of key stakeholders

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Stakeholder analysis

☐ Create stakeholder map
☐ Build a strong local team
☐ Develop partnership protocol

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Involve broader community

☐ Recruit a strong volunteer base
☐ Agree approach to media engagement
☐ Develop critical stakeholder relationships to help:
    ☐ Line up supply
    ☐ Create a system of coordinated access
    ☐ Assist people to stay in housing

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Determine project scope

☐ Agree population scope
☐ Determine geographic reach
☐ Identify public spaces, institutions that need to be canvassed
☐ Gather up-to-date intelligence of rough sleeping and other homeless population groups in each area

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Consider funding opportunities / in-kind assistance to cover costs for…

☐ Campaign Manager
☐ Gratuities
☐ Venue hire and catering
☐ Printing flyers, invites, handouts, legal and other forms etc
☐ Training

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Registry Week Logistics

☐ Assign team leaders and participants to each area

- ☐ Source appropriate venue for Registry Week HQ (and regional hubs if required)
- ☐ Source registry week supplies
- ☐ Develop safety processes

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Training

- ☐ Source training venue and caterers
- ☐ Develop training flyer / invitation
- ☐ Prepare training slides
- ☐ Prepare volunteer forms (see separate checklist for volunteer forms eg confidentiality, waivers, etc)

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Conduct Community Briefing

- ☐ Source venue and caterers
- ☐ Lock in date with key stakeholders, local leaders, guest speakers
- ☐ Prepare invitation / flyer
- ☐ Contact local media

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Follow-up

- ☐ Prioritise response to people identifying with highest need
- ☐ Thank participants and volunteers
- ☐ Post-registry media communications