**Community Feedback Session Running Order**

***XYZ Registry Week Results and Thank You Event***

**Date: Friday 15th April, 2016**

**Start Time: 7:30am (Refreshments) 8:00am - 9:00am (Presentation)**

**Setup Times: 7am (Set up) - 9:30am (Pack up)**

**Venue: <name and location>**

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| **Activity** | **By Whom** | **Duration** | **Time (AM)** |
| Set up sign in table |  | 10 mins | 7:00 |
| Set up chairs on stage and remove chairs not needed |  | 2 mins | 7:00 |
| Set up computer and check Power point |  | 10 mins | 7:00 |
| Working Group Arrive to read through PowerPoint, sound check, review notes and set up banners. |  | N/A |  |
| Welcome Guests and direct to refreshments for Networking |  | 25 mins | 7:30 – 8:00 |
| PRESENTATION BEGINS | Sam TO START | 2 mins | 8:00 – 8:02 |
| Sam to Welcome … |  |  |  |
| Welcome to Country |  | 4 mins | 8:02 – 8:06 |
| House Keeping, Overview of Event  MC | Felicity Reynolds, CEO Mercy Foundation | 2 mins | 8:06 - 8:08 |
| Sam to Jan |  |  |  |
| * Thank You to Volunteers * Thank you to partnering organisations | Terry, PIR Manager | 3 mins | 8:08 - 8:11 |
| What is Registry Week   * Methodology/What is it? * Why have we done it | Sam | 10 mins | 8:11 – 8:21 |
| Sam to introduce Bob |  |  |  |
| Sam to introduce Kim |  |  |  |
| * Housing Hub * Making Sense of the findings? * What next? | Kim  Kim  Chris | <9 mins | 8:37 – 8:46 |
| Question and Answer | All Speakers | 14 mins | 8:46 – 9:00 |
| Felicity- Summary WRAP UP & THANKS (last slide) | Sam | 2 mins | 9:00 – 9:02 |
| Guest depart |  | 13 mins | 9:02 – 9:15 |