# WSPD Event Coordination

# Meeting Agenda

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| --- | --- |
| Date |  |
| Time |  |
| Venue |  |
| Invited attendees |  |
| Apologies |  |
| Telecon details |  |

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| --- | --- | --- | --- |
| **#** | **Agenda Item** | **Who** | **Action** |
| 1 | **Welcome and overview of WSPD Event details**  Share contact details  Venue, times, vehicle access, etc. | Host |  |
| 2 | **WSPD theme for 2021-2023:**  ***Creating Hope Through Action***  How will each of us engage the public and link with this theme? Displays/ information to provide people / service provider specific activity / airtime to describe services | All | Discuss |
| 3 | **Event activities and visual displays**  How can Roses in the Ocean support us for this event? | Host | Discuss |
| 4 | **Duty of Care**  Requirement for on-site counsellors and/or peer workers / support line/s and localised “Help at hand” flyer readily available and given to public | ALL | Discuss |
| 5 | **Marketing & Resources**  Tapping into collective networks and local media for promotion  NB: Resources for the event are available on [Roses in the Ocean’s WSPD Webpage](https://rosesintheocean.com.au/communities-events/world-suicide-prevention-day/) and [IASP's World Suicide Prevention Day 2023](https://www.iasp.info/wspd/) | ALL | Discuss |
| 6 | **Other business** | ALL | Discuss |