WSPD Event Plan

Venue Details

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| **Event:** | **World Suicide Prevention Day** | | |
| **Date:** | <<event date>> | | |
| **Venue:** | <<location>> | | |
| **Time:** | <<time>> | | |
| **Local Coordinator** | <<your name>> | **Local Coordinator** | <<name>> |
| **Organisation** | <<your organisation>> | **Organisation** | <<organisation name>> |
| **Phone** | <<your number>> | **Phone** | <<phone number>> |
| **Email** | <<your email>> | **Email** | <<email address>> |

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| **Bump in/out details**  General set up from <<time>> and pack up after <<time>> - please refer to the vehicle access and parking section (below) for more detailed information | | | |
| **Contact details for venue operator**  <<Insert Name>>  <<Insert Org>> <<Insert Phone Number>> | | | |
| **Vehicle access and parking**  <<Where is the access point? Attach map if necessary.  What are the access times for vehicles? Is there any parking available?>> | | **Permits required**  <<Insert vehicle access permit web link>> | |
| **Furniture / Equipment**  <<What furniture / equipment is supplied by the venue? What is required? Who is coordinating?>>  **AV Equipment**  <<What AV equipment is supplied by the venue? What is required? Who is coordinating?>> | | | |
| **Site map**  <<Attach site map, marking access points and specific location for setting up tables and equipment for each organisation>> | | | |
| **Action Items** | **Person/organisation responsible** | | **Deadline** |

Event activities

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| **Event activities – run by organiser**  <<list>> | |
| **Participating organisations with specific activities** | **Activity** |
| <<org name / contact person / mobile phone>> | <<activity>> |
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Event support

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| **Wellbeing Supports**  <<service provider name/s>> is providing counsellors/peer workers on the day who will be located <<location as per site map>>  <<Insert Individual and organisation contact details, including mobile number>> | | | |
| **Lived Experience**  Lived experience volunteers will be available to speak to public (approximately <<number>> people attending) | | | |
| <<name>> | | <<contact phone>> | |
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| **Action items** | **Person/organisation responsible** | | **Deadline** |

Media and promotion

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| **Media consultant** | | | | |
| **Planned media promotion** | | | | |
| **Event signage** | | | | |
| **Social media** | #wspd  #suicideprevention #livedexperience  <<Add your own organisation/s hashtag>> | | @rosesintheocean  @aisrap @SuicidePrevAU | |
| **Action items** | | **Person/organisation responsible** | | **Deadline** |

Notes

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