

## Whitebait Connection Regional Freshwater Hui Planning Template – key task list

*NB: This is a standard template and is ordered chronologically, but should be added to as you progress through the planning as things that are specific to your area are bound to come up in the planning process.*

<b>Action:</b>	<b>Will be undertaken by:</b>	<b>Date to be completed by:</b>	<b>Date achieved:</b>
Secure funding for the hui (around \$5k) - we recommend sourcing it through existing partnerships or funding streams e.g. your regional council or DoC conservancy office, as they will likely be key project and planning partners too. The costs will vary between regions but an example of a cost breakdown from Northland is attached as an excel spreadsheet (Appendix A).			
<b>At least three months prior to the hui...</b>			
Once funding has been secured, decide on who the key planning people will be to help you and invite them by email, phone or letter, to be on the committee.			
Hold a meeting for the planning committee to collaboratively decide on key roles, the key purpose, objectives, desired outcomes, format and draft programme, date, facilitator/s, target audience and guest speaker ideas. A Communication Plan template is attached to assist in the facilitation of this meeting (Appendix B).			
Confirm & visit a venue – investigate the facilities and resources available to assess if it is suitable – book it well in advance if it is and ensure you will have access on the date required (e.g. might need to arrange a deposit and key) and any health and safety information e.g. access to fire extinguishers and knowledge of evacuation plan, location of toilets and if you need to provide toilet paper/soap etc.			
Contact a caterer to do the food and drinks and book this well in advance – you may need to pay a deposit and also be sure to ask for local fresh and seasonal ingredients and vegetarian options.			
Contact the guest speakers and any other people that you have decided will be key in planning the programme e.g. a facilitator.			
Once key speakers and event organizers have been contacted and confirmed, hold			

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<p>another planning committee meeting to draft up the programme which will act as a model for your invitation to participants - an example of a draft organiser's programme is attached (Appendix C), create the evaluation plan (an evaluation plan example is attached – Appendix D) and draft up the registration form so you can get the word out to your target audience (there is an example of an invite and registration form attached – Appendix E) . At this meeting you will probably come up with more key tasks as your specific programme develops and you see needs arise – make sure you put plans in place for all things to get done and assign the tasks to a member of the planning team and add the task into this template so you can keep track of it.</p> <p>Email or post out the invitation and registration forms</p>			
<p>Ring around guest speakers and make sure they are prepared and see if they have any questions or travel or presentation/technology requirements.</p>			
<p>Ring around any key groups or individuals that haven't registered that you would really like to attend.</p>			
<p>Based on the registrations, prepare the hui handout with blurbs/contacts/funding info/ hui facebook link and get enough of these printed for all participants. (an example of one of these is attached – Appendix F)</p>			
<p>Prepare key questions for any workshopping on powerpoint slides that can go up at the start of each session – this will be based on your organizers programme workshopping requirements.</p>			
<p>Arrange recycling bins to be onsite and ensure the caterer uses environmentally friendly products e.g. not Styrofoam cups!</p>			
<p>Make an email distribution list from all the registrations and send out a reminder email to all participants with clear directions and the confirmed programme.</p>			
<p><b>At least two weeks prior to the hui...</b></p>			
<p>Hold another planning committee meeting to assign all the tasks below...</p>			

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Organise someone to do a mihi if appropriate and karakia for kai.			
Assign the task of briefing participants on housekeeping items on the day based on the venue specifics			
Write housekeeping notes for the welcome e.g. location of toilets, fire exit, evacuation assembly area etc.			
Prepare name badges			
Prepare stationary and facilitation tools – paper, sticky notes, sharpies, whitebait markers etc.			
Assign the task of running the registration desk – one person to take money and write receipts and one person to register people and hand out name badges and any handouts.			
Make displays and collect up all display and marketing material.			
Assign all other planning committee with task for the day e.g. meet and greet, runner, run the technology for presentations, taking photos, collecting workshopping info, writing the proceedings up and emailing them out afterwards etc. (add these tasks into this document).			
Arrange a receipt book and float and lockup box for koha/registration paid on the day.			
<b>After the hui...</b>			
Write up the proceedings – an example of some proceedings are attached (Appendix G) and you should also include the contacts list and funding links - hyperlinks are really good and pictures from the day are also very good to use in these.			
Hold a debrief meeting with the key planning team and discuss what worked well and what could be improved – use the evaluation data as your guide (an example of an evaluation report is attached – Appendix H). Decide who will email out the proceedings and follow up with participants 6 months later. Assign someone the role of writing a media release about the hui achievements. Discuss when/if the next hui could be held			

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and how it could be funded (we recommend every two years). Assign someone the task of following this up in the future.			
Email out the proceedings to all participants			
Place the proceedings up on the Whitebait Connection website and Facebook page by emailing them to Kim Jones <a href="mailto:kim@whitebaitconnection.co.nz">kim@whitebaitconnection.co.nz</a>			
Keep track of any media stories or further actions and email the details to Kim Jones			
<b>Six months after the hui...</b>			
Email or 'snail mail' each participant asking them how their action is going and asking for any other relevant feedback e.g. partnerships or funding gained as a result of participation in the hui.			