Team checklists

Guest team
- When are you planning to run the event? Is there a cost for your chosen venue? How will you afford it?
- Do you have to book your venue in advance?
- Is the building accessible?
- Is it OK to run an event there and invite people? Are there any rules or regulations you need to keep to?
- Where could you set up a quiet space for people to use?
- Who will you invite?
- Risk Assessment – how will you keep the event safe? See the Risk Assessment guidance. For example, will you keep a register of attendees, make sure everyone knows what to do if there's a fire, set up first aid, and keep an eye out for trip hazards?
- How will you entertain the guests?
- How will you explain the issue of homelessness?
- How will you encourage people to take action?

Design team
- Where can you find facts, figures, and stories to share with people?
- What key messages would you like to share about homelessness? For example, you could tell people about the structural causes, bust some common myths, or tell people about potential solutions.
- How will you share the important information – could you make something so people can find out more even if everyone's busy talking or cooking?
- What will the petition and invites look like?
- How will you promote the event so people know it's happening?
- How will you share your success afterwards? For example, through local media, newsletters or social media. Do you need to plan to gather photos or quotes? Check out the guidance on consent first.

Food team
- What will you cook?
- Where can you find a recipe? Will it be easy to scale up so it serves lots of people?
- What equipment will you need?
- What ingredients will you need – do you need to make a list? Who'll take charge of getting all of the ingredients?
- How will you stick to budget?
- How will you make sure you stay safe around food?
- Do you have options for people with different dietary requirements? For example, vegetarians, vegans, and people who have dietary requirements because of their faith?

- Can you make certain your food is safe for people with allergies? Does your food contain <u>common allergens</u>? How will you avoid cross-contamination?