

# 2024 TALK-AND- WALK-A-THON



## Event Planner

### Key roles and responsibilities

It may be useful to circulate this table among staff or display in the staffroom.

Role	Who
Event manager	
Communications manager	
Helpers on the day	
Photographer	
<Add rows as required>	



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## Event checklist

Use this checklist to help organise and run your event. You can adapt this so it works for you.

### Before the event

Activity	When	Who
Let staff know about the event. <i>Resource: Teachers' Guide</i>		
Distribute Talk-And-Walk-A-Thon materials to parents/carers and students to take home. <i>Resources: Students' Guide, Parents' and Carers' Guide</i>		
Promote the event in the school newsletter and on social media. <i>Resources: Promoting your event, Facebook graphic</i>		
Print and hang posters around the school. <i>Resource: Poster</i>		
Prepare students for conversation. <i>Resource: Teachers' Guide</i>		
Allocate staff members to specific roles on the day		
Design a safe walking route		
Print route checkpoints, arrows, and conversation cards <i>Resources: Checkpoint, Arrows, Conversation Cards</i>		
Allocate students' groups for the event <i>Resource: Teachers' Guide</i>		
<Add rows as required>		



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## On the day - before

Activity	When	Who
Check all staff understand their roles and responsibilities		
Mark out the route with the arrows provided		
Set up check points with conversation cards (you may like to use tables)		
Allocate staff to oversee the walking route		
<Add rows as required>		

## On the day - during

Activity	When	Who
Event organiser to welcome students and explain the event and route		
Students are split into small groups		
Students are provided with conversation cards and new talking partners as they reach each checkpoint		
Take photos and videos of your event		
Conclude your event and thank students for participating		
<Add rows as required>		



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## After the event

Activity	When	Who
Pack up checkpoints, arrows and conversation cards		
Take down posters from around the school		
Celebrate the event by thanking everyone in your school newsletter, at assembly, in your staff meeting and at your P&C or P&F meeting		
Share photos of your event on social media and tag Peer Support Australia		
Consider following up with students afterwards to discuss the event, how they felt and what they learned		
Contact Peer Support Australia if you want to deepen connections further through the Peer Support Program		
<Add rows as required>		

## Contact Peer Support Australia

Contact Peer Support Australia if you need support for your event or would like to discuss the Peer Support Program.

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