



THINK WOMEN FOR LOCAL GOVERNMENT

building the numbers and diversity of women candidates for local government

Victorian local government elections October 2012

Regional forums and community events

3.1. The event – Regional forum running sheet [Be part of the State-wide campaign](#)

Event name:

Date:

Time: (e.g. 6.45pm for 7.00 – 9.15pm)

Venue:

Time	Task	Who responsible	Notes
5.00 - 6.45pm	Room set-up – banners, arrival desk, name tags, 'show bags', check sound, etc.	Host and Facilitator	
6.45pm	Guests arrive – welcome, name-tags, collect handouts	Host and Facilitator	

Time	Task	Who responsible	Notes
7.00 – 7.05pm	Open proceedings: <ul style="list-style-type: none"> • Indigenous acknowledgement • Purpose of tonight’s forum • Reminder re toilets and mobile phones • Welcome to all noting anything interesting, e.g. a good mix of council and community members, acknowledge hosts, etc. • Outline the format of tonight’s forum - and explain how we will work (r-e-s-p-e-c-t, keep to agenda, parking lot, etc.) • Let’s find out who we all are: (name and where from - go around depending on numbers – alternative ways of doing this may be required, e.g. turn to the person behind you and introduce yourself) And can I now invite the Mayor to officially welcome us	Facilitator	Ask a colleague to help with timing
7.05 – 7.10pm	Mayor’s welcome: <ul style="list-style-type: none"> • Welcome • Indigenous acknowledgement • Commitment to goals of the <i>Think women for local government 2012</i> project • Status re: Women’s Charter • Council joining many others in this important State-wide project to increase the numbers and diversity of women participating in local government 	Mayor/other	Draft speech notes or dot points could be included here

Time	Task	Who responsible	Notes
7.10 – 7.13pm	Message from Minister – if available	Mayor/ MC/Facilitator	May be delayed – stand in is ...Deputy Mayor
7.13 – 7.16pm	<ul style="list-style-type: none"> • Thank you very much • Tonight's forum will be held in 2 parts, the first where we will hear from women councillors and have questions and discussion about issues raised in their stories. The second where we will find out what resources and support there is for women thinking about candidacy for local government. • Can I now introduce our discussion facilitator XXX (brief intro) <p>Introduce Panel</p>	Facilitator	Can place dot points here
7.16 - 7.38pm	Facilitated panel discussion	Panel Discussion facilitator	Time-keeper to warn when 2 mins to go Can place dot points for MC here
7.38 – 7.58pm	<ul style="list-style-type: none"> • Thank you • Make comment as desired • Invite questions and XXX will facilitate this 20-min discussion with panel members and you • Questions / discussion facilitated by MC and/or other • XXX here will be our scribe – noting issues raised and any follow up actions which we may be able to think about 	Facilitator	Can place dot points here Whiteboard scribe records areas of questions or any follow ups required

Time	Task	Who responsible	Notes
	<ul style="list-style-type: none"> • Thank you everyone • Time for a break before we come together for a look at what resources and support is available through the TWLG Project <p>Stand up and stretch if you like!</p>		
7.58 – 8.08pm	Break for tea/coffee		
8.10 – 8.40pm	<ul style="list-style-type: none"> • We will now move into a closer look at what's available – over to you XXX <p>Intro to materials 30 mins</p>	Facilitator	
8.40 – 8.50pm	Complete feedback sheet	Facilitator and intro to mingle time	
8.50 – 9.10pm	Mingle		
9.15pm	Formal close	MC	