



So you have just completed the 'Get Prepared' training. Now its time to think about hosting your own 'Get Prepared' session for the people in your neighbourhood/ pod.

This document outlines the 10 steps to take to make that happen and identifies some support documents. Pick and choose what makes sense to you. We hope it helps.

1. Try it out

As you have just done the training and it is fresh in your mind, you may want to have a go at running someone through the 'Get Prepared' process sooner rather than later. It will help you to integrate what you have just learnt and you might be more comfortable running it with one person to start with rather than a group. You could offer it to another pod leader who couldn't make it to the training or a family member or a neighbour.

2. Who will you invite?

The intention is that each Pod Leader invites a member/s from every household in their pod to a 'Get Prepared' session. This could add up to 10 – 15 people. Some might prefer to have smaller groups. Others might be interested in a larger group.

The power of focussing on every household in your pod and not more, is that this session is not just about developing a preparation plan for floods and storm. It is also about strengthening your pod. You are more likely to build stronger connections between the neighbours in the pod; share local knowledge and wisdom; and continue developing ideas for supporting each other in the face of future floods and storms, if you keep focused on the pod.

3. Set a date

You can never please all of the people all of the time, but you could do a poll to gauge best days of the week and times of the day to improve your chances. Or you could just set a date, giving people enough lead in time and hope for the best. We have found that a Sunday afternoon is a good timeslot.

Poll template sample

Please tick the days and times that generally work for you to attend a meeting.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
morning							
afternoon							
evening							

4. Pick a venue

If appropriate, you can invite people to come together at your home. You might have a covered verandah, a carport, a big kitchen table or a great shed/ studio space that is big enough. You could also set up some gazebos in the backyard.

If you don't have a workable space, you could ask a pod member who does, to host the event at their place or use a community space. If needed, you could ask people to BYO a chair and something to lean on e.g. a clipboard.



5. Refreshments

The 'Get Prepared' session should take around two and a half hours. Whether you choose to add on time for socializing or limit the event to the two and a half hours is up to you. Either way, you might like to include refreshments. You may choose to provide them (even if just the makings for a cup of tea/ coffee) or ask people to BYO. You decide whether it's morning tea, lunch, afternoon tea or dinner and make suggestions to people of what to bring e.g. something cold/ hot to drink, something for the bbq or a plate of sweet nibbles to share or Depending on the meal you can also ask people to bring a mug/ cup, a plate to eat from, cutlery etc. It makes it less work for you.

6. Invitation

Creating an eye-catching invitation that includes all the above information is a good idea. Make sure you include an RSVP date and contact details.

You can letterbox drop the invitation and/ or send it out via email/ what's app/ FB messenger. It can be good to pace it out e.g. do a letter box drop 1 month before, then 2 weeks later send a reminder via email, then 1 week before, do a final call out via FB/ What's app.

See an attached **< 3. Invitation >** template which you might like to use.

7. Prepare for the session

Go through your **< 2. Pod Program >** and familiarise yourself with the content of the session.

Make sure you have enough copies of the required SES and RUKI support documents for the number of people attending. (see attached **< support docs list >**). If available from RUKI use manila folders to do up a kit for each person (otherwise ask people to BYO a manila folder) Ask your Neighbourhood Leader to access the support documents and folders for you.

Practice your delivery. As mentioned in step 1, you could run it through with a 'friendly face' and get some constructive feedback. Alternatively, just run through the program in your head or speak it out loud in front of the mirror.

8. Set up your space.

RUKI has a neighbourhood event kit that you can borrow from if needed. Things like: gazebos, urn, trestle tables etc Ask your Neighbourhood Leader to assist you with borrowing the items you need. See the attached **< Event Kit Register >**.

Make sure you have some help the day before/ on the day, setting up and packing down the session. You may need to consider setting up the following spaces: a tea/coffee station; a table for food; a resources table for the paperwork; a circle of chairs/ space for setting up the byo chairs. If you have a big enough table, you might want to set up around the table.

For the resources table, you might want to include: a **< sign in sheet >** (see a template attached); name tags (a roll of masking tape + a pair of scissors + a thick black permanent marker does the job); some copies of the **< survey >** for people who have not yet filled it in; some spare pens; 1 'Get



Prepared' kit for each participant (see the attached < **Kit Contents list** >); some copies of the < **feedback form** > (see attached)

9. On the day.

Give your self time to do a final run through of your notes.

Turn on the kettle/ urn and brief someone to 'run' the refreshments table.

Brief someone else to 'run' the resources table. This involves: giving out nametags and kits; asking people to sign on and complete the survey if not yet done.

At the end of the session, ask people to complete the < **feedback form** >. The paper form also has the link or QR code for people who want to do it on their phone. It is more efficient if people complete it on the day, rather than hoping they will remember to fill it out when they get home.

10. Reflect.

Take some time to reflect on how the day went.

- What went well?
- What didn't go so well?
- What did I learn?
- What did I achieve?

Celebrate your achievements in the best way you know how.

Complete the '**RUKI data sheet**' (see attached) and together with the completed paper feedback sheets, send them in to RUKI via your Neighbourhood Leader.



The Neighbourhoods Project

Get Prepared Hosting Kit / 1 • HOSTING YOUR GET PREPARED SESSION



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