

# Attachments

[Role Registration Template](#)

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## Role Registration Template

Accurate records helps support the wellbeing of our team.

**Keep clear records of who did what and when** to help with handovers and finding past info.

**Ensure breaks** between shifts, days off, and debriefs after shifts and at the end of the event.

Date .....

[illegible]

# Information Coordination Logbook Template

Keep records of all major decisions that are made

Date and Time	Entered by	Description	Reported to

# Roster Template: Core Coordination

- Hub Supervisor (1)
- Information Coordination (2)
- Facility Maintenance (1)
- Communications (1)

Time	Hub Supervisor (1)	Info Coord (2)	Facility Maint (1)	Comms (1)
08:00–10:00				
10:00–12:00				
12:00–14:00				
14:00–16:00				
16:00–18:00				
<b>Notes</b>  (handover, wellbeing checks, issues)				

# Roster Template: Service & Support

- Reception (3)
- Needs & Offers (3)
- Community Space (3)
- Public Information (2)

Time	Reception (3)	Needs & Offers (3)	Community Space (3)	Public Info (2)
08:00–10:00				
10:00–12:00				
12:00–14:00				
14:00–16:00				
16:00–18:00				
Notes (handover, wellbeing checks, issues)				