Attachments

## 

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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 **……………………..**

| Role | Name | Phone | Shift |
| --- | --- | --- | --- |
|  |  |  |  |
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## **Information Coordination Logbook Template**

**Keep records of all major decisions that are made**

| Date and Time | Entered by | Description | Reported to |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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## **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 |  |  |  |  |
| **Notes**  *(handover, wellbeing checks, issues)* |  |  |  |  |

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## **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)* |  |  |  |  |