



# The Cheat Sheet of Champions

## FEBRUARY 29

1. Nominate a Champion. This person will be responsible for bringing **Rail R U OK?Day** to life at work.
2. Champion meets with key stakeholders to review and discuss what worked and what didn't in 2015.
3. Discuss 2016 event ideas (pages 10–12 of toolkit), **Rail R U OK?Day** merchandise (<http://goo.gl/forms/uNKdKadSD5>) or **R U OK?** merchandise ([store.ruokday.com/all](http://store.ruokday.com/all)), potential speakers among staff, recruiting key and genuine supporters to promote the event (use our key message on pages 3–7).

## MARCH 4

1. Book a location. Ensure it allows for a presentation/speech, has AV (if needed), is weather-proof, and allows for people to chat and mingle.
2. Last day to order rail specific **R U OK?** merchandise at <http://goo.gl/forms/uNKdKadSD5>.

## MARCH 14

1. Place your merchandise order at [store.ruokday.com](http://store.ruokday.com). Need some suggestions? We suggest conversation cards, balloons, an apron (if having a BBQ), and wristbands.
2. Send all staff a "Save The Date" email (page 8–9 of *Communications Toolkit*).
3. Share the **Rail R U OK?Day** video on intranet ([available here](#)).
4. Put a note about the event in staff payslips.

## MARCH 21

1. Last week to order **R U OK?** merchandise. Don't miss out!
2. Access and share our presentation to encourage your team to schedule training that provides tools to help navigate delicate conversations with workmates [here](#).

## MARCH 28

Invite a staff member to share an experience of a conversation that really helped. A presentation template can be downloaded under *Conversation Resources* [here](#). Can't find anyone? Why not choose a video from [here](#)? You can also contact Lindy at **R U OK?** to see if a speaker can come to you: [lindy@ruok.org.au](mailto:lindy@ruok.org.au)

## APRIL 4

Review event to make sure there's: a) a running order of events b) a great speech prepared c) a venue is booked in d) something organised to keep staff engaged. Don't forget that you can use our event ideas (pages 10-11 of toolkit), or share great video content ([available here](#)).

## APRIL 11-18

1. Put up posters in tea rooms, bathrooms and other popular areas ([download from here](#)).
2. Share partnership video on staff intranet or newsletter ([available here](#)).
3. Ensure that the *Employment Assistance Provider* (if you have one) is invited and can attend the event.

4. Send out a "One week to go to **Rail R U OK?Day**" email reminder.
5. Print/mail out/distribute take ones ([download here](#)).
6. Ask managers to promote and endorse **Rail R U OK?Day** at team meetings.
7. Send managers the "**How to ask staff R U OK?**" booklet, available under *Conversation Resources* on [here](#).

## APRIL 21 Rail R U OK?Day

1. Send out staff email reminding them to join in.
2. Promote and share social media images ([download from here](#)).
3. Share stories of inspiration ([download from here](#)).
4. Host a GREAT EVENT.

## APRIL 25

1. Meet to discuss highlights, share photos and ways to improve for 2017.
2. Write a "Thank You" note to share on staff intranet, including photos and positive feedback.

## JUNE 23

It's been 2 months since **Rail R U OK?Day**. Why not remind people to keep talking by sharing a text or video story ([see here](#)), or using our digital banners.

## AUGUST 15-21 (Rail Safety Week)

Remind staff to keep talking this Rail Safety Week! Talking through life's ups and down can make a massive difference when someone isn't feeling so well. Share a text or video story, or use our digital banners ([see here](#)).

## SEPTEMBER 01 (week before R U OK?Day)

Encourage staff to get behind national **R U OK?Day** on 8 September and ask family, friends and workmates "are you ok?" by sharing a text or video story on intranet and/or staff newsletter, or using our digital banners ([see here](#)).

## OCTOBER 10 (World Mental Health Day)

Mental health is something we all need to care about, with 1 in 5 Aussies experiencing a mental illness. This Mental Health Week, remind workmates to ask "are you ok?" and talk about life's ups and downs by sharing a text or video story, you can also use our digital banners ([available here](#)).

## DECEMBER

The holiday season can be great fun – but it can also be a time of stress for people experiencing financial, family or other challenges. Remind workmates to ask "are you ok?" by sharing a text or video story, or using our digital banners ([available here](#)).