



Your event checklist

Keep the conversation **on track**

This event checklist will help keep your planning on track.

Pre-event Checklist

- Nominate Rail R U OK? Champions from within your organisation to help plan and drive the activity for the day

Rail R U OK? Champions are people in your workplace who believe in the power of a conversation and will help organise and deliver your event and activities. These individuals can also help champion the R U OK? message all year round!

Visit ruok.org.au/ambassadors

- Decide on your event and connection activity**
 - Is this activity for your immediate team, or the wider business?
 - Is it a face-to-face or virtual event?
 - Do you need to book a space for the event?
 - Have you requested an R U OK? Community Ambassador to speak?
 - Will you put up decorations around your workplace?
 - Have you ordered merchandise for your event?
- Download your "Toolbox of support"**
 - This contains digital assets including social media tiles, posters and email signatures to help with planning and hosting your event.
- Communicate the SAVE THE DATE to your team, staff members and key stakeholders**
 - Think about the different ways to communicate emails, the staff intranet, payslips, notice boards or placing printed information in lunchrooms or tearooms.
- Encourage your staff, managers, leadership team and key stakeholders to get on board and support the initiative**

To access these resources, visit
tracksafefoundation.com.au/event/rail-r-u-ok-day

- Promote support services for those who need help. Anyone can access these support services for advice on how to support someone who is struggling with life
 - You can find help at ruok.org.au/findhelp
 - Display posters around your workplace that provide clear pathways of support.
 - You might also like to include information about how to access the Employee Assistance Program or support services available in your workplace.



On the day

We would love to see your event in action and hear about how the day went

- Take photos or video of your event
- Collect stories of impact and connection
- Share them on social media and tag [@tracksafefoundation](https://twitter.com/tracksafefoundation) [@ruokday](https://twitter.com/ruokday) [#railruokday](https://twitter.com/railruokday)

Post event

- Thank your staff, team and organisation for taking part in **Rail R U OK?Day**
- Collate any feedback and suggestions from the day and share it with us on social media
- Check the Rail R U OK? 2022 Calendar to see how you can engage staff throughout the year and remind them to keep the conversation on track and ask "are you OK?"