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# Event Checklist

This checklist has been prepared to help you run a community led event, where your staff or volunteers are available to help others complete their census online, or by paper. It is best used in conjunction with the **completion support guide**, which explains how you can help a person or a group complete their 2018 Census information.

## What will people need to bring to the event?

To complete the census online, the people you are helping will need to have their access code letters with them and, if available, a device (e.g. - mobile phone, laptop, or tablet) which can connect to the internet. If their preference is to complete paper forms, they need to have requested and received these. Information about how to request paper forms is available in the access code letter.

*Access code letters will start to arrive from 23 February.*

## Getting ready

- Set a time, date and confirm a venue
- Spread the word! Get the message out in a newsletter, via your social media channels, or by word of mouth
- Consider transport and parking - do you need to arrange for people to travel to the event?
- Make sure the venue you have chosen has access to the internet – either wifi or 4G enabled devices
- If you have any devices available to allow people to complete the census online, make sure these are charged and ready to use

*Completing the census online will take about 20 minutes. Make sure you have allowed enough time to support the number of people attending.*

## Don't forget!

- A health and safety plan for the venue where the event is being held
- Tables and chairs
- Pens for completion of paper forms
- Spare device or devices (mobile phone, desktop, laptop, or tablet) for completion of online forms
- Quiet spaces where you can easily have a conversation with the group or individuals you are helping
- Toilets
- First aid

## We're here to help

- Our Contact Centre is available from 19 February on 0800 CENSUS (0800 236 787)
- You can also visit [census.govt.nz](https://census.govt.nz) for more information