

Host	Designer	Facilitator	g mail manager	Council
Organise first site visit with designer and facilitator at least 6 weeks before blitz	Attend site visit at least 6 weeks before blitz (date and time organised by host) * detailed walk around site * discussion with host to make sure - expectations are clear - permaculture principles will be incorporated - work load is realistic - can be completed on the blitz day - final product will be maintainable for the host	Attend first site visit (organised by host at least 6 weeks before blitz)	Check email account at the start and end of each week	Communications * media releases - invites to blitz days (inc dietary requirements) - success of blitz days - invites to Permablitz SG related events * invite or update emails to all members (from gmail) * Facebook posts - Sustainable Gippsland - Local Food Network
Prepare site for blitz day * Purchase materials (if struggling, contact designer for help) * Clear any possible hazards (prepare assuming that children will attend)	Draft design at least 4 weeks before blitz and send to host for approval (cc facilitator)	Check in with host on a regular basis to make sure everything is on track. Assist if necessary (eg an email out to the rsvp list to see if people can bring certain tools, or can volunteer to help with food on day etc)	Take RSVPs for blitz days and Permablitz SG related events	Manage members list (and keep track of how many blitzes people have gone to)
Organise time for second site visit with designer and facilitator at least 3 weeks before blitz to make sure everything is organised and to take photo for a media release	Make a list of tasks to be completed on the blitz day and email through to host and facilitator * try to make tasks that can be completed in 1 - 2 hours by groups of 3 - 4 people * have some menial tasks (e.g weeding) that people can do on arrival or if they are looking for something to do between tasks * have a variety of tasks for different physical abilities	If more volunteers are needed for blitz day (based on numbers from the designer and using the updated RSVP list from the g mail manager) get in touch with Council and ask them to drum up more interest	Forward rsvps (organised in a spreadsheet with name, email and ph if possible) for blitz days to blitz team (host, facilitator, designer) at the end of each week so they can keep track of numbers and give updates to people coming	Manage host expression of interest and keep list of details
Organise food and drink for the blitz day (if struggling contact facilitator for help) - make sure there are people on the day helping with organising the food (you will need to be available to answer questions and won't have time to bring out food etc). Contact the facilitator if you can't find people to help with the food on the day as there will be volunteers that can do this	Based on the list of tasks work out how many volunteers will be needed on the blitz day to complete the jobs and let the host and facilitator know	Attend second site visit (organised by host at least 3 weeks before blitz) to make sure everything is organised and to take photo and forward to Council for media release	Forward rsvps (organised in a spreadsheet with name, email and ph if possible) for Permablitz SG related events to the organisers of the event	Maintain Permablitz kit Kit includes * box of pens * printed copy of updated list of Permablitz SG names and blitz attendance to post on blitz day (this will be used for registration on the day - tick name, or add name if new) * name tags and red dots (for people who don't want their photos taken) * masking tape and textas (for name on tools) * Butchers paper (to write up task list for posting on blitz day) * first aid kit * Urn
	Make a list of materials that will be required on the day to complete the tasks and assist host to obtain them (with contact numbers etc)	Organise a workshop/s for the blitz day (recommend to have someone other than the designer as they will be busy)  Email the RSVP list (obtained from <a href="http://www.Sustainabilitygippsland.com">www.Sustainabilitygippsland.com</a> and g mail manager) one week before the blitz day with the details of the day (address, phone, time, what to bring - eg mug for soup etc) and again a couple of days before blitz day with a reminder	Forward any sign up emails to Council	Maintain a folder of photos and post on Sustainable Gippsland Facebook page

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Be available on the blitz day to answer peoples questions (you probably won't do too much of the work yourself, but will be walking around to the different tasks answering peoples questions and giving direction)	Attend second site visit (organised by host at least 3 weeks before blitz) to make sure everything is organised and to take photo and for media release	Pick up Permablitz kit from Council (organise time with Council to give time to update kit). Kit includes * box of pens * printed copy of updated list of Permablitz SG member names and blitz attendance to post on blitz day (this will be used for registration on the day - tick name, or add name if new) * name tags and red dots (for people who don't want their photos taken) * masking tape and textas (for names on tools) * Butchers paper (to write up task list for posting on blitz day) * first aid kit * Urn	Forward any emails that can't be answered easily to Council	Organise the teams (host, facilitator and designer) for each of the blitzes - the dates and teams will most likely be organised at group meetings
Write a post blitz email to all attendees thanking them for their hard work and encourage them to send any feedback through to Council	Be available on the blitz day to assist with peoples questions and give direction	Organise for photos to be taken on the blitz day (good idea to send email to RSVP list to see if someone would like to volunteer to be the photographer for the day)		Email blitz teams the materials and workshop contacts spreadsheet (yet to be developed) and this roles spreadsheet once blitz teams have been developed
Maintain your new Permaculture backyard!		Make sure attendees on the blitz day have filled in the registration form (from Council Permablitz kit)		
		Organise for photos to be given to Council post blitz day		
		Organise for Permablitz kit (inc filled in registration form) to be given back to Council post blitz day		