

OFFICE OVERNIGHTER EVENT GUIDE

Everything you need to know to
spend A Night Without Home
at your office.



**A NIGHT
WITHOUT
HOME**



WHY RUN AN OFFICE OVERNIGHTER?

Although sleeping in an office is not a common lived reality of homelessness, it captures something important — the absence of security, stability, comfort and the feeling of home. That shared discomfort is a powerful way to build an understanding of the issue, raise awareness and enable deeper engagement with the cause. And when your team is genuinely connected to the challenge, they're inspired to raise funds and spread the word within their own networks.



WHAT DO YOU NEED TO THINK ABOUT?

PERMISSIONS

Check with your office manager, building manager or landlord to check if you are allowed to have employees sleep overnight and, if so, the maximum capacity.

SAFETY

Check with your office manager about safety risks and put a plan in place to mitigate these.

SECURITY AND INSURANCE

Consider whether you'll need overnight security, and confirm whether additional insurance is required to cover your team overnight.

DAY AND TIMING

Set the event on a day of the week when people are most likely to be in the office, with activities in the evening to allow time between finishing work and starting the event.

TOP TIP

Join us on Thursday 8 October, to share in a unified, livestreamed experience alongside offices across Australia

SLEEPING LOCATIONS

Consider where people will sleep and what they need to bring

FEEDING EVERYONE

Keep meals simple and low-budget, but make sure to consider any dietary requirements.

SETTING THE TONE

This should not be a “fun” event, but rather an educational and awareness-raising event, with the opportunity for colleagues to connect over a unique experience.

Find more details about logistical considerations on page 6



WHAT TO PREPARE

ENGAGING YOUR TEAMS ON THE NIGHT

Use the time together to deepen your understanding of the realities of homelessness and why raising awareness and funds is so critical.

PANEL DISCUSSION

Engage a panel of experts and/or people with lived experience of homelessness and consider a budget for covering their time.

TOP TIP

Reach out to Challenge the Label or The Big Issue to discuss organising a lived-experience speaker to share their story.

DOCUMENTARY SCREENING

Documentaries such as **The Oasis** and **Life After the Oasis** (reach out to impact@theoasismovie.com.au to organise access) and **Under Cover** on Netflix highlight the true experience of homelessness in Australia.

MYTH-BUSTING WORKSHOP

Use 'You Can't Ask That – Homelessness' on ABC iView to guide your team through busting myths and assumptions, followed by a guided discussion.

FOOD

- For an added challenge, give each team member a \$5 note to find their own dinner on a budget.
- Or provide a simple, low-cost meal
- Provide simple breakfast supplies the following morning (toast, cereals, tea, coffee).

FUNDRAISING

- **15 minutes of fundraising power** – Set a 15-minute timer for individuals to reach out to their networks, share their fundraising page and raise as much money as they can.
 - Tip: Have a prize on hand for the top 15-minute fundraiser.
- Have a live team ladder showing who is leading the fundraising effort.
- Make time to shout out to team members who've gone the extra mile.



EXAMPLE SCHEDULE

THURSDAY 8TH OCTOBER

5:30pm	Staff gather in office/s
5:45pm	Welcome and safety induction
6:00pm	Myth-busting workshop OR presentation from someone with a lived experience of homelessness
6:30pm	\$5 dinner challenge combined with 15-minutes of fundraising power
7:30pm	Documentary screening and post-screening discussion
9:30pm	Wind-down and sleep



FINAL THINGS TO CONSIDER

Let us know if you are planning an Office Overnighter.

WE CAN SUPPORT YOU WITH:



Written participation guidelines



A myth-busting workshop guide



Guidelines for 15mins of fundraising



Access to documentaries for screening

OR join us for a unified, live streamed experience on Thursday 8 October.

GROUND RULES TO CONSIDER

- Alcohol-free event
- Mobiles allowed but working is not!
- No use of kitchen appliances

MATERIALS TO CONSIDER PRODUCING

- Written safety guidelines
- Full list of participants and emergency contact information
- Defined sleeping space within your office

BUDGET CONSIDERATIONS

- \$5/ \$10 per person for dinner challenge
- Small budget for providing cereal/ toast in the morning
- Fee for lived experience presenter or panel of experts
- Overnight security and additional insurance if required

If you would like support in organising your event, reach out to info@ahomeforall.com.au



LOGISTICS AT A GLANCE

Organising an office overnighter is a great way to engage your team with the cause, but there are a few important logistics to consider when planning your own.

1. PREPARING FOR AN OFFICE OVERNIGHTER

- Speak with your landlord, building manager, or office manager and make sure they're comfortable with employees sleeping overnight.
- Make sure you've got appropriate insurance that will cover the team overnight. Taking out a standalone Voluntary Workers policy is a great risk management approach, removing the grey area completely and providing a guaranteed safety net. Speak to your provider to get this locked in.
- Complete a basic risk assessment covering safety, security, insurance, medical incidents, etc.
- Ensure you have an event lead or senior leader who will be able to attend for the entire duration of the event.

2. SPACE, SAFETY & SUPERVISION

- Choose a defined area for the overnighter (e.g. a single floor of the office) and clearly communicate out of bounds zones. It's important to know where everyone is in case of emergency.
- We strongly recommend against proceeding with less than 4 participants. Make sure at least one senior leader is present to role-model safety and behaviour expectations.
- Confirm that first-aiders and wardens are available to participate where possible.
- Arrange on-site or on-call security and ensure you've got an escalation plan in place.

3. FACILITIES & AMENITIES

- Make sure you've got 24/7 building, parking, and bathroom access for participants - and be aware of any cleaning schedules
- We suggest providing a low-cost dinner and breakfast option (considering dietary requirements) or setting budget for a dinner challenge.

4. SLEEPING ARRANGEMENTS

- Be very clear about where people can sleep, and where is out of bounds
- If you're sleeping in an office car park, we recommend keeping one space between vehicles
- Encourage participants to bring sleeping bags, sleeping pads, warm clothing, and a pillow if they need. While discomfort is part of the experience, we don't want any injuries.

5. RISK MANAGEMENT AND BEHAVIOUR

- Confirm alcohol and substance rules, anti-harassment policies, and respectful behaviour expectations.
- Share how to report concerns on the night – e.g. to a leader, event lead, etc.
- Have a simple incident log and debrief plan for after the event.

You'll need to adapt this checklist to your own policies, building requirements and local legislations. If you have any questions, reach out to the team at info@ahomeforall.com.au

