**10 STEPS TO ORGANIZING A MEETING**

TASK ROLE

**1. Discuss goal**

**-topic:** eg historical lesson, political debate, movement/campaign

-**audience**: members, contacts

-**size**: determine time/resources needed to build

**2. Find speaker(s)**  **speaker p**

-**diversity**: aim for gender/racial diversity

-**experience**: member who knows topic or is involved in campaign

+/- can combine with member who would like to learn

-**collaboration**: can combine with guest speaker

**3. Chose a simple/catchy title, based on topic and audience**

**4. Find an accessible and affordable location** **location anchor p**

eg public location: easier to advertise, may require fee

eg someone’s home: can serve food/drinks

**5. Promote the event, based on goals** **promotion anchor p**

-**online promotion**:

-send e-add/facebook event to individual contacts/listserves

-post it on socialist.ca

-**posters/leaflets**

-clear image, large title, where/when, +/- brief summary

-determine where you can poster, which events to leaflet

**6. Facilitation: led by chair, helped by other members**

**-chair:** aim for gender/racial balance **chair p**

-**begin** meeting with First Nations land acknowledgement

-**introduce speaker(s)** as they’d like to be introduced

-**facilitate** discussion, helped my other members

-**prioritize** participation of women/racialized people

-**end** meeting with announcements, contact sheet, fundraising

**7. Booktable table anchor p**

-**sign-up sheet** to collect contacts

-**booktable**: books, SW newspaper, event leaflets

-**fundraising** for organization

**8. Informal discussion afterwards**

-prioritize new people, ask if they’d like to get involved with the organization

**9. Record/write** **reporter p**

-write summary of topic, or ask speakers to write article/interview, for socialist.ca

-if video recording, ask for speaker’s consent and try to provide captions for text

**10. Assessment**

After the meeting, collectively assess how it went, how to improve