**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