GTP ORGANIZER TRAINING

Training Guide #8
Planning An Action*

Before

- Make the appointment, if appropriate
- Make flyers
- Distribute flyers
- Call members
- Prepare leaders
- Prepare written statements, if appropriate (working with leaders on these)
- Make signs
- Prepare any other action visuals (photos, etc.)
- Get camera and film for newsletter article
- Set up rides
- Get letters of support, if appropriate
- Walk through the action, if it’s to be in an unfamiliar place, to make sure that logistics will work
  —Check to see if members will use stairs or elevator
  —Check to see if meeting room is good size for us
- Slogans and songs
- Meet with members before action to prep everyone
Go over technical stuff with leaders

Buttons!

Plan transportation to and from action and make maps if necessary

Make contingency plan (caucus, if necessary)

**During**

Only one organizer has final responsibility for “running” the action. If you’re not in charge, know your role.

Carry out action

If not going according to plan, caucus to decide what to do as a group

Statements, etc. to press

All members should participate in some way (singing, holding signs, speaking, chanting, etc.)

Get written commitment from target (letter or big check-list)

**After**

De-brief with leaders and members

Press releases to press that didn’t come

Get everybody a ride home!

Follow-up on written commitment (run flyer on back of letter promising park equipment in two weeks, etc.)

Newsletter article

Ask someone to report on action at next organization meeting (as a way to build secondary leadership)

Organizer should analyze strength and weakness of action and discuss with other staff

* Check-list compiled by participants of CORAP in-service training, April 10, 1978. (Circulated by The Institute, 4415 San Jacinto, Dallas, TX 75204)