

## How to organise a POLICY FORUM event

### 1. Decide what you want as the subject of your Policy Forum event:

- Workplace issue
- Public services
- Local community issue
- Arrange for an Unite brief on the subject of the event, with topic questions.

### 2. Contact your Regional Political Officer.

### 3. Decide on the audience:

- Unite members at your workplace
- Unite members in your area
- Unite members in your sector in your region.

### 4. Fix date and time of event.

### 5. Book location, taking into account:

- Number of people attending
- Where people are coming from
- Layout can be organised into small groups.

### 6. Arrange speakers and facilitators:

- Your Regional Political Officer can help arrange speakers
- Ask a local Labour MP or a relevant political speaker
- Make sure facilitators know what their role will be.

### 7. Advertise the event:

- Use model letter included with this pack
- Arrange for letter to go to all relevant Unite members.

### 8. Materials for the event:

- Unite Labour party membership forms
- Relevant Unite literature
- If it is a workplace event with non-members arrange for Unite membership packs.
- Unite branding for the room.

### 9. On the day:

- Arrive well before the start time to make sure the room layout and any facilities are in place, eg number of small tables to facilitate discussion, water for speakers, materials laid out on tables
- Make sure all attendees are welcomed
- Collect contact details from all present
- Introduce the event with a very **short** talk from the political speaker
- Make it clear that the point of the event is for the views of those present to be discussed
- Make sure people know that this is a forum to air issues that are relevant and important to the people present
- Make sure there is a note taker on each table and that key points are recorded from the discussion on each table
- Promise to contact everyone after the event
- Collate all the points made onto the Policy Forum submission form.

### 10. After the event:

- Write to the people who attended thanking them for attending and including the submission. There is a model letter with this toolkit.
- Send the submission to the Unite Regional Political Officer and the Unite Political Department.

### 11. Decide when and where you're going to hold the next event.