

How to organise a Let's Talk event

1. Decide what you want as the subject of your Let's Talk event:

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

2. Decide on the audience:

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

3. Fix date and time of event.

4. Contact your Regional Political Officer.

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:

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

7. Advertise the event:

- Use model letter included with this pack
- Order poster based on model in this pack
- Arrange for letter to go to all relevant Amicus members.

8. Materials for the event:

- Amicus Labour party membership forms
- Relevant Amicus literature
- If it is a workplace event with non-members arrange for Amicus membership packs.
- Amicus 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 elected representative
- 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 Event Policy 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 Amicus Regional Political Officer and the Amicus Political Department.

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