

Let's Talk Planner

Week 5 (or earlier)

- Decide on Let's Talk subject
- Decide on Audience
- Fix date and time of event
- Contact Regional Political Officer
- Arrange Speakers and facilitators
- Book location and give requirements
- Arrange print out of relevant Amicus membership group.

Week 4

- Print and Distribute posters
- Send out invitation letters to members
- Contact Reps/Stewards to encourage attendance
- Keep in touch with Regional Political Officer
- Get a copy of an Amicus briefing on the Let's Talk subject area
- Check what Amicus policy is on the subject.

Week 3

- Keep in touch with Reps/Stewards to ensure that members are aware of event
- Order any materials you need for the event, such as relevant Amicus literature
- Confirm timings and details with speaker.

Week 2

- Send out reminders and follow up contacts
- Check if there are any other methods of advertising the event
- Keep in contact with Regional Political Officer
- Keep in contact with Reps/Stewards.

Week 1

- Double check that you have everything and that the venue has the details of the room layout etc.
- Put together all the documents that you will need for event
- Put together all the documents that you want to give to those attending
- Finalise what you intend to say and what the political speaker intends to say – remember both need to be brief so the members can have their say.

Event

- Check room is layed out properly and any facilities will be available
- Make sure someone is on the door to welcome all attendees and to get their contact details.

1 Week after

- Agree final submission
- Send submission to the party
- Send submission, via email if possible, to all those that attended with a thank you letter for their participation.