

TROUBLEMAKER GET-TOGETHER

SET UP EVENT

- Choose venue, date and time.
 - Create your event signup mechanism.
 - If the event is on Zoom, set up a Zoom link.
- If hosting at a venue, contact the venue to see if they require reservations or have space on that day or time.
 - If you have never been to the venue, do a walk-through to understand logistics, such as: if people can hear you speak or what their "private" space looks like
 - Does the venue require a contract, deposit, or minimum?

WORK ON EVENT DETAILS

- Map out a facilitation guide for the discussion at your gathering.
 - Decide on issue areas you want to cover.
 - Pull together RWB and other resources you want to share.
 - Create a Run of Show or agenda.
 - Think about possible calls to action for the group or next steps you'd like to propose.
- If going to print and mail/hand out invitations, decide on an invitation theme and graphic (Red Wine and Blue can help!)
- Print out any RWB materials needed.
- Gather your event supplies.
 - Nametags, pens and flyers anything else you might need

WORK ON THE GUEST LIST

- For a larger event
 - Set a goal number of attendees and plan to invite 25% more than that number.
 - Map your network and identify at least 5 people from each type of relationship.
 - Refer to Mapping Your Contacts in digital toolkit
- For a smaller event
 - Choose the group you want to bring together based on commonalities, shared concerns, or friendships.
- Send out invitations two weeks to 10 days before the get together.
- Make follow-up calls to anyone you haven't heard from within 5 days of get together.
 - Send out reminders to everyone who RSVP'd (text works well) 24 hours before get together.

FINALIZE DAY-OF PREPARATION

- Handle food and beverage (keep it simple!).
- Gather supplies and set up for get together.
- Review facilitation guide/run of show.
 - Dress the part with RWB merch if you have it.

TROUBLEMAKER BEST PRACTICES



- Keep everything simple and casual.
 - Refreshments
 - A clean house is not a pre-requisite!
- Prepare to facilitate a conversation with multiple personality types.
 - Engage everyone (including introverts).
 - Handle dominant personalities.
- Print out your signups for event but also have space for unexpected guests to share their contact info.
- Make notes at the event.
 - “Star” those who seem really interested and document anything noteworthy for follow-ups
- Reach out to attendees soon after the event to thank them for coming and share next steps.
- If your event is open to the public, share info on Facebook or in an appropriate
 - Facebook group.
- Confirm attendance 24 hours before get together. The best response often comes from social messaging or sending a text. Emails aren’t as responsive.
- Run of show idea: Start with everyone introducing themselves (if not too big) and say why they came, then have an educational component of the meeting. End with a call to action that is accessible to all.
- For a first meet-up with a new group, a good call to action is putting their senators
 - and legislator's phone number into their contacts. It’s a simple non-invasive ask.
- Reach out to attendees soon after the event to thank them for coming and share next steps.