

ACTION PREP CHECKLIST

	Who else do you need to communicate with?	Who assigned to?	Date to complete by?
TURNOUT			
How many people are needed to be successful? Who should be asked? What is the rap for turnout?			
Turnout flyer			
Face to Face			
Phone			
Other orgs			
Email/ FaceBook			
MEDIA			
Who is designated to work with press			
Prep speakers			
PROGRAM			
Timed agenda/plan for event			
Speakers (prepped)			
MC or head of Delegation			
MATERIALS			
Sign/ Banners			
Sign-in sheets or cards Noise Makers/ Drums Bull Horn			
Chant Sheets			
Leaflets			
LOGISTICS			
Walk route or location/see the space			
Know what is public and private property			
Know if you need permits and get them			
Plan access to the event: parking/transport			
Bathrooms or other facility needs			
Getting supplies to the location			
Clean Up			
ROLES DURING THE ACTION			
Captain/Point Person			
Police/Security Talker			
Chant Leaders			
Sign in			
Picket pivots/ marshals			
Drivers/Logistics			
Photographer			
Event/action videographer			
Interview videographer			