

YDS Teach-In Planning Checklist

(Please refer to the YDS Chapter Organizing Guide for a more complete set of guidelines for organizing an event. The following checklist is not comprehensive and includes considerations that may not pertain to the kind of event you are planning. Feel free to contact the YDS office or the National Organizer for further assistance in organizing your public events)

What's your message?

- You've got a catchy & accurate event title, plus a slogan or description for signs & flyers.
- You know how to explain the connection of your topic to democratic socialism.
- You've got a specific, concrete action you'll ask people to take, or an ongoing campaign you'll ask them to join.

Who's speaking?

- You've got 1-4 speakers confirmed, with some balance between generations, genders, races, and academic/activist affiliations.
- You know the names (with correct spelling!) & organization affiliations of speakers.
- You and the speakers have an understanding of each speaker's exact topic and time limit.
- You have someone to moderate the discussion, introduce the speakers, and promote YDS.
- Speakers have directions and transportation to the site.

Where's it happening?

- A room is reserved, it's accessible to all, and it's big enough for the expected audience (though it's better and looks more impressive to have a smaller packed room than one that is far too large).
- You've got whatever audio/visual equipment and technical support you need.
- You have funding or a fundraising plan for the room & sound system, if necessary.
- You know if the location is reserved for another event before or after your teach-in to allow proper time for your set-up preparations and clean-up afterwards.
- There's a location for people to hang out and talk politics after the event.

Do people know about your event?

- You've placed a notice in the campus newspaper or in the other campus media.
- You've got posters and/or flyers up around campus (and in the surrounding community).
- You've chalked campus walkways and classroom blackboards (if allowed).
- You've asked other activist groups on campus (or non "activist" groups connected to your topic) to get them to advertise the event and turn their people out.
- You're distributing flyers at the cafeteria or other busy places the day of (and/or before) the event.
- Friendly professors are announcing the event in their classes.
- You've blasted every listserv and email list you can, well in advance of the event and again a day or two before.
- You've spoken personally to everyone you know, asking them to come.
- A campus newspaper reporter is coming.

Are the last-minute details covered?

- There are signs leading the way to the location.
- You've got water for the speakers.
- The sound system works.
- You've got a sign-in table with plenty of YDS lit. plus information on the teach-in topic.
- Someone is greeting people at the door, and asking them to sign up for your email list.
- Someone is assigned to greet the speakers when they arrive and to get them settled in.
- Someone is assigned to talk to campus press and campus security, if necessary!

Are you following through?

- Send thank-you cards to speakers (or have cards ready at the end of the event).
- Hold a meeting soon, to keep the momentum going and involve new recruits.
- Reflect on how the event went at your next YDS meeting.