



Ten Days of Actions - Earth Day to May Day

THURSDAY APRIL 22 - SATURDAY MAY 1

Direct/Outdoor Action Checklist

- Schedule the date(s) of the event
- Schedule a rain date (if possible)
- Create Messaging for the event
- Research locations (free? fees? deadlines?)
- Have An "A" and "B" location, whenever possible.
- Find a location where you are sure to have a diverse audience. Consider your audience, time and place (a great location on weekdays may not be great on weekends, a nice looking location may not necessarily reach as many people)
- Is this a permitted action? Decide what you want to do and the ramifications before seeking cosponsors.
- A civil disobedience event that is not well planned is discouraged. If planning civil disobedience, the event must be well planned and all participants must receive training from someone with documented training experience in this area. Press and/or multiple photographers/videographers not participating in the action must be present. Ideally a NLG or ACLU trained legal observer should be present. Everyone needs to have a [hotline](#)# written on their arm.
- If the event is permitted, get information on permits from your local city - if a clearly constitutionally protected area be firm in getting as good a location as possible. Give them as little organizational information as necessary.
- For larger events (permitted or unpermitted) ask your local National Lawyers Guild or ACLU for Legal Observers.



- If using amplified sound like a portable PA system, check to see if a sound permit is necessary.
- Research state and local guidelines on public events during Covid. Although protest is constitutionally protected, it may be best to plan within those guidelines for your safety and the safety of others.
- Get your Green local and/or state party to endorse event (if applicable)
- Get volunteer commitments.
- Assign volunteers roles (sign-ups, deescalation, photos, videos)
- Get co-sponsoring organizations that support your work
- Get commitment to use organization names & logos.
- Make a flyer - if you are not an experienced flyer maker seek one or [check out some of these videos](#).
- Make an issue flyer to pass out at the event or to people beforehand. Make sure the messaging is compelling, clear, simple, and speaks to people's everyday experiences.
- Create a checklist of everything you think you might need. Everything. Triple check it and share it with another organizer and verbally go through the list.
- Flyer at least ten days before the event.
- Flyer again a couple of days before the event.
- Have an outdoor sign/art making get together prior to the event. This builds comradery and commitment. Make sure there is enough time for artwork/paint/glue to dry before the morning of the event. Make sure you have adequate sanitizer and gloves!
- Get mobile numbers of reliable people who are going to the event.
- Create a group text and text everyone the day before and the day of the event, especially for more complicated events.
- Make and bring some [chants](#)! Other chant ideas [here](#).



- Think about bringing food and water to the event. Something like donuts, packaged trail mix, pizza, etc. Have someone prepared to hand out the food wearing PPE, napkins, tongs and gloves!
- Charge phones, cameras and extra batteries
- Bring a cooler with ice and water and liquids w/ electrolytes.
- Practice safe social distancing whenever possible.
- Use the checklist of items for the event to highlight the items you will be bringing. Put as many of the items as possible in your vehicle the day/evening before the event.
- Make sure any designated liaisons have copies of all permits on-hand for the event.
- Bring clipboards, sign-up sheets and lots of pens.
- Keep a list of “thank yous”. Often by the end of the event you are tired and may forget to thank people who made the event happen. Don’t forget to thank:
 - Speakers (if together)
 - All cosponsoring organizations
 - Hosts (if applicable)
 - All helpers and volunteers
 - Videographers and photographers (give them credit if they say yes to that in all photos).
 - Media for being there
 - “Green hats”/Legal Observers
 - Everyone for attending!
- National Lawyers Guild <https://www.nlg.org/resources/>,
<https://www.nlg.org/chapters/>
- [NLG Hotline #'s](#)