



# Put Care First!

## Event Checklist:

Thank you for stepping up to coordinate a community event in your area! These events have a goal to increase awareness and ramp up support for safety and fairness in health care – in order to do that, a checklist has been developed to ensure the success of your event.

### What you can expect for support:

1. A script: this will be provided to you and your volunteers which will help you talk to community members about fairness at the bargaining table and about understaffing.
2. A leaflet: this will be used to distribute to community members.
3. Signs: both placards and signs can be provided. One will be black to write your own message, and another to tape to the back of your jacket/shirt that says “ask me about my job” – this will help encourage the public to engage with you.
4. Funding: the ProCAT team has budgeted up to \$100 for each community event – receipts will be expected.
5. Need Help? Your Provincial Contract Action Team (ProCAT) contact will be you go-to should you need anything. As back-up, please email [actions@seiuwest.ca](mailto:actions@seiuwest.ca)

### General Tips to a Successful Action:

1. Make sure you have everything you need (signs, leaflets, scripts, funding for items such as hot chocolate or candy).
2. Develop roles for each volunteer – ideally, it would be best to have:
  - A Host:
    - assigns roles
    - provides scripts and instructions of what to do
    - matches volunteers up with a buddy
    - provides materials such as leaflets and signs
    - conducts mood checks if volunteers seem detached
    - ensures litter/recycling is put in a garbage/recycling bin



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- ensures people are not blocking traffic and are safe
- asks people to group together for pictures (to be sent to [actions@seiuwest.ca](mailto:actions@seiuwest.ca))

- A Lead:
  - acts as a 'go-to' with questions
  - manages difficult conversations
  - redirects media
  - helps with the buddy system
  - assist the host
- Table Person(s): if using a table, there must be people at the table at all times. They should:
  - converse with community members who stop by
  - provide materials to volunteers and community members

### 3. Do's and Don'ts

- Don't talk to media – a Top Officer (President, Vice-President, Treasurer) will be assigned to the role of media spokesperson
- Don't litter
- Don't go on private property
- Don't block traffic
- Don't argue with people who disagree or are cause trouble/conflict
- Do welcome and greet everyone who wants to volunteer or stop to have a conversation
- Do engage in conversations
- Do make yourselves known
- Do create an approachable environment
- Do have fun!