



Standard agenda for letterboxing and social meetup events – guidance for organisers

Sustainable Australia Party (VIC)

3pm Letterboxing

Organiser meets attendees outside venue at 3pm to distribute flyers and maps – 1 hour letterboxing, arriving back at the venue around 4pm.

4pm Meeting

1) **Welcome and introductions**

Organiser welcomes attendees and asks everyone around the table to introduce themselves by name and suburb. Let people know drinks and food can be purchased at the bar – allow time for this.

Important to especially acknowledge and engage with newer members/supporters.

2) **Branch and meeting overview**

Organiser briefly explains branch structure and that each branch has its own page on the website for branch communications. Anyone wishing to host a future event is welcome to post a comment on their branch page outlining their idea. SAP's standard meeting time is a first Sunday-of-the-month letterboxing and social meetup, 3-5pm.

3) **Open forum**¹

Organiser outlines SAP's three key messages/issues as per business card.
Organiser asks people to describe their letterboxing experience.
Organiser then offers opportunity for attendees to speak on a specific issue.
Agree on next month's event location.

Important to ensure this is focused on matters relating to the party's objectives: protect our environment, stop overdevelopment, stop corruption (population should not dominate discussion).

4) **General conversation and socialising**

During this time, take a couple of photos for Instagram and email them to HQ (hq@sustainableaustralia.org.au).

5) **Close meeting** (at 5pm or as determined by attendees)

*Authorised by Stephen Tighe, State Administrator – Victoria
(1 July 2021)*

¹ It is unnecessary to take minutes, however any matters arising such as policy suggestions, feedback for the party and other ideas should be noted and submitted via the 'contact us' page on the website, either by the attendee or the organiser.