



# Plan a pro-public education event in your community

## 1. Build your team

Your core team consists of the event organizers and those who will help with planning, turnout, logistics, and execution of the event.

## 2. Create a plan

Create an event planning document that has the following details: timeline for event, speakers, activities, logistics, materials, budget, promotional materials, purpose, goals, and any other relevant details.

## 3. Promote your event

Use your internal network as well as communication tools provided at the local, region, or state level, to recruit pro-public education advocates to participate in your event.

## 4. Safety First - work with police

Recruit allies and members to serve on your event logistics team. If you are dealing with large crowds you can get safety vests for these people at any local hardware store. Also, communicate and coordinate with the local police to ensure safety and crowd control, especially if you will be crossing streets.

## 5. Have fun!

Any details that make your event creative and special will make this a memorable experience for all.

# Examples

Have a sign in table with an action that attendees can take, stickers, and other materials.



Provide signs for attendees



Make it kid friendly



If you are marching, plan your route ahead of time and work with local police. Be mindful of safety, especially if you are crossing the street. Safety first - always!

