SAMPLE AGENDA FOR LABOR DAY PLANNING MEETING

Union, Parent and Community Member Planning Committee

Total time: 60-90 minutes

**Introductions (5 min.)**

* Have each attendee share their name and why they care about this event

**Purpose and Goals of Labor Day Event (5 min.)**

* Examples might include:
	+ Stop the billionaire takeover and rampant corruption of the Trump administration.
	+ Protect and defend Medicaid, Social Security, and other programs working people rely on.
	+ Fully fund public schools, healthcare, and housing for all.
	+ Stop the attacks on our communities, including policies targeting immigrants, people of color, Native people, people with disabilities, and those who identify as LGBTQ+.

**Group Discussion on Message (15 min.)**

* What is our vision for the future of our community?
* What are the building blocks to get us closer to that vision?
* How do we highlight the important role schools play in in creating that future?
* Are their Labor Day events already occurring in our community?
* What are the forces getting in the way of our dream communities? How do we stop them?
* What role do workers and unions play in the movement ahead?

**Ideas for Turnout for the event (20 min.)**

* What are our turnout goals?
* How can we get other educators, parents, students and community members to turn out?
* Select days for leafleting and making presentations to different groups, and make assignments for one-on-one conversations with fellow union members.
* How and when will we follow up with people who say “yes” or “maybe”?

**What’s Next? (15 min.)**

* Who are some of our ideal speakers? Who has connections to them?
* How are we promoting the event to press, potential partners, and target participants?
* What logistical considerations do we need to discuss? Who will take point on them?
* Lay out additional needs and roles.
* Decide on a next time to check in.
* List materials needed: