

Action Planning Checklist

Make sure that you've signed up for the fast at <http://www.bhopal.net/2008hungerstrike.html>, and email afreechild@environmentalhealthfund.org for more ideas and to let us know what you're planning. The following is a helpful checklist, of some of the things you should do before, during, and after a public event.

AS EARLY AS YOU CAN

- Choose your site, date, and time for the event.
- Discuss and decide what message and image you want to create and what elements can create that.
- Set a specific meeting-place for the event.
- Speak at meeting, table at events, call allies, and generate lists of interested volunteers
- Call social justice and other interested groups in the area and invite them.
- Find supporters online in your area on meetup.com, facebook.com, etc...
- Send out an invitation to e-mail lists.
- Have an action-planning party.
- Make all props and prepare materials like signs, speech bubbles, etc.

THE WEEK BEFORE

- Call those who said they were interested and ask them to attend your event.
- Create visibility around your event by poster and chalking.
- Finalize specific roles such as media spokesperson, chant leader, mcee, props manager, etc.

TWO DAYS BEFORE

- Call and confirm all the people who said they'd be there.
- Coordinate transportation to and from event.
- DO A SITE CHECK! Scout out the area and determine where people should park, stand, where signs should be held, etc.
- Develop a back-up plan in case of unexpected problems for your action, such as if you get kicked off the site.
- Finalize your own program and schedule.
 - Are you petitioning for the entire time? Do you have any drummers to add music to the event?
 - Do you have a press conference planned? Have you rehearsed your skits? Whatever it is—decide what you're doing, and tell people when they arrive.
- Print out chants so all can be involved.

THE DAY OF THE ACTION

- Have enough petition to sign/materials to hand out (at least 200-250, depending on how busy the area is).
- Bring clipboards for petitions.
 - If you don't have enough or any clipboards, then bring pieces of cardboard with rubber bands wrapped around them – they work just as well.
- Have water, sunscreen and anything else you'll need to be safe and comfortable.

AFTER THE EVENT

- Send details and pictures to us right at <http://www.bhopal.net/2008hungerstrike.html> so we can get them up on the website to maximize the action's impact.
- Write letters to and call the Prime Minister's office, telling them all about your event.
- Submit Letters to the Editor and Opinion-Editorials in your local paper about your event.