



Guide To Planning Public Meetings In- Person or Hybrid, Connect Your Local with the Community

Prepared by the Office of the
Executive Vice President, Debby Szeredy
American Postal Workers Union, AFL-CIO
Updated 2024

Table of Contents

The Value of a Public/Town Hall Meeting	3
Why Have a Town Hall Meeting?	4
Preparing for Your Town Hall Meeting	5
Planning a Committee.....	6
Selecting a Location and Date.....	7
Determining Agenda and Inviting Speakers/Panelists..	8
Selecting a Moderator and Promoting the Event.....	9
Promoting, Posters, Notices, Advertising.....	10
Invitations and Assigning Volunteers.....	11
Timeline for Invitations and Advertising.....	12
The Day of Your Town Hall, Preparations.....	13
The Day of Your Town Hall Media Clean-Up.....	14
Tele-Town Halls Event.....	15
Tele-Town Hall Meetings.....	16
Texting , Surveys, Get Out the Vote Campaigns.....	17
USPS Public Meetings.....	18

Sample Formats and Helpful Forms

Sample Town Hall Agenda.....	19
Sample Town Hall Meeting Flyer.....	20
Sample of Work Schedule the Day of the Event.....	21
Sample Press Release.....	22
Sample Press Release.....	23
Media Support Form on Town Hall Event.....	24
Supplies and Assignments List.....	25
Town Hall Sign In Sheet.....	26
Pledge Form.....	27
Resources.....	28-30

The Value of a Public/Town Hall Meeting

Do you want to build your Local or State Union Power? You need to know your community, your legislative, city, and county representatives. You need to know your customer base, your mailers and your members. You can best get to know them and stay in contact, through public meetings, and more importantly, get them to understand how you need their active support.

A public/town hall meeting is a great place to start. You need an army to make some changes, and right now with the "Delivery For America Plan" it has become necessary to build an army that can fight the "Delaying For America Plan".

We serve the "People" and we need to get their help to save the services we have been able to give for hundreds of years constitutionally, and to help expand and provide the prompt, affordable, reliable, efficient Services that we can be proud of.

As our customer base becomes more disgruntled with the dismantling of our service, people and businesses will start walking away. We need to educate the people on how to build their people power to force a turn around, and make our Service great. Postmasters use to be required to do this work but now it is up to our Unions to Save our Postal Services. We can't do it alone. Utilizing public meetings is another way to build our fight!

WHAT CAN I GET OUT OF THE PUBLIC/TOWN HALL MEETING?

- It will help you get more community members to sign your petition and solicit more petition collectors
- Secure legislative representatives, Mayor, Governor, and others to sign and pass a resolution and/or letter of support to: Saving the Postal Plant or Post Office, Stop Privatization of our Public Postal Service, and help to gain additional political support
- It will educate and mobilize more community members against the privatization plot against the People's Postal Service
- It promotes your local community coalition to strategize for protection and expanded service, not less service
- It will help start to **build a spirit** for the community to **stand together**, provide pledge cards and inspire them with important values that compel them to join and become activists
- You can start plans on your next activity, and build long-term relationships with community allies
- You can inspire other locals around the country by sending photos and a report to APWU, NALC, NPMHU, NRLCA. Our Communications Department gcopp@apwu.org can share your actions on the web page, the union magazine and social media.
- Add the contacts from your public/town hall to your database of those that signed-in and who participated. Send them (by mail) a thank you note with a summary of the meeting and ask if they can volunteer by giving them an action to do. This is a great way to get volunteers.

Why should you plan a Public/Town Hall Meeting?

You want to have a place to bring your members and the community together to discuss the issues and actions that need to be taken to protect the community's treasure, the United States Postal Service. This is a great way to get your message out not only to the community but to legislative members and the media as well. A Public/Town Hall Meeting can jump start your activities to stop consolidations, privatization, stop cuts in service, and stop your facility or post office from closing. This meeting will help you to identify people and organizations who want to participate in your campaign.

How to have a Successful Public/Town Hall Meeting

You want to make sure you invite community organizations and partners that will make a difference in your campaign. You want to have key political figures, businesses, mailers, customers that can increase the chance of success as you build a power base. You want to provide an action activity at every meeting while you have an interested audience. Examples would be petitions, resolutions, initiatives, strategy planning, educational leaflets, list of next schedule of events and actions. The attendance sign-up sheet will help to collect contacts, name, email, phone, address.

This Booklet helps you develop a written plan, how to organize, and delegate tasks and have a successful Public Meeting.

Preparing for Your Public/Town Hall Meeting

Step 1. Form a Campaign Planning Committee



Pocatello, Idaho Community "Save the Plant" Coalition 2017

Recruit early, find support with some union members but also representatives that work for the community. Look at union partners, businesses, and mailers, customers that you want at your Public/Town Hall. Especially a representative from those organizations and businesses who depend on the services the Postal Service provides.

Make sure those organizations are diversely represented on the committee and are publicly recognized, in your promotional materials and during the program. Everyone will play a part in planning, managing and promoting the event.

Step 2. Select a Location and Date



Consider a location that is well known and has easy access with plenty of parking, wheelchair accessible, public transportation nearby, room with chairs, tables, and ability to have audio-visual equipment, Virtual/Zoom capability. Don't forget to provide certified interpreters for our Deaf/Hard of Hearing.

Remember that it can be at a community center, civic plaza, auditorium, city hall, public library, senior center, union hall, place of worship, community college, office of a public official, local school. **Ask your legislative leaders to help attain a site for free or at a very low cost.**

Schedule the event at a time most convenient for the greatest amount of people. Consider the business hours and schedules of your audience. A weekday early evening is often the best time to get turnout and media. Remember not to schedule the event on a date that there is other sports and/or community events that you would end up competing with for media and air time.

Book a venue that allows flexibility in numbers.

Step 3. Determining your Format and Agenda

One of the most common formats is an educational meeting on the community campaign issue along with speakers and/or a panel discussion with a moderator, community discussion, question and answer period and then an action exercise. The town hall should not last longer than an hour to an hour in a half, with Question and Comment Period.

You should have a strategic agenda with time allotted for each segment for the moderator. (See Sample Town Hall Agenda on page 19). Type and provide a copy of a simple agenda for the audience that provides the problem, solution, and action plan.



Step 4. Identify and Invite Speakers and/or Panelists

Select trusted well respected speakers that have a great connection with the community and are important to inspire your audience. Your speakers or panelists should be diverse including an economist, local elected officials, community and faith-based leaders, union leaders etc. Remember ethnic diversity with regard to your speakers examples would be different races, seniors, disabled, low income advocates, city council, pastor, mayor, state legislators, and youth organizers. Find a valued celebrity to help bring on a great crowd.

Prepare in advance who will be assigned and ready to give on the spot interview with the press. They should be prepared with press packets to give to media groups. This person should be someone who can stay on target with the campaign issues, a “media spokesperson”.

Step 5. Select a Moderator or Facilitator

This person will be responsible for keeping the program on track. The moderator should be able to keep the conversations on topic and be a good timekeeper so that there is time to complete the agenda. This person should be able to keep the audience encouraged and the meeting exciting.



Step 6. How to Promote Your Event

Enlist support from your members, retirees, auxiliary, legislative director, and other organizations you work with, even if they are not a part of your committee. Have a video recorder, live stream operator, if it is a hybrid meeting someone in charge of the zoom. Advertise the meeting at least 1 month in advance, arrive 2 hours early for set up. You want to increase publicity. Check regularly to get an idea of how many people your volunteers have recruited to attend.

TUCSON USPS
PLANT
 Senator Schumer
 Congressman Maloney
 Mayor Romero
 Community Coalition
TOWN HALL
MEETING
6:30PM - 7:30PM
 Tuesday Oct. 10, 2014
 Community Center
 10 Union Ave
STAND UP for your
Public
Postal Service NOW!

MAKE SURE YOUR VALENTINE
 ARRIVES ON TIME
 SPEAK UP ON
Valentine's
 DAY
 GIFT CARD
 RAFFLE
 AFTER THE
 MEETING
 FROM
 CHARLESTON VAM
 BREWERY
 LEON'S BROADSIDE
 OLIVE GARDEN
 BOSTONIA
 AND MANY OTHERS
USPS PUBLIC MEETING
 FEB 14, 2024 - 6:30 P.M.
 CHARLESTON CIVIC CENTER LITTLE THEATER
 200 CIVIC CENTER DR.
 CHARLESTON, WV
 SCAN TO REGISTER YOUR
 DEPARTMENT OF HEALTH
 MEET US ON OUR BLOG

A Call To Action
Town Hall Meeting
 Tuesday, April 6, 2010
 6:30 p.m.
 Leon County Health Department
 872 W. Orange Avenue
 Tallahassee, Florida 32304
 Sponsored by the Health Equity Alliance of Tallahassee (HEAT) and the Future Public Health Professionals of the Institute of Public Health at the College of Pharmacy and Pharmaceutical Sciences of FAMU
 HEAT
 IPH
 This event is designed to involve the community in a discussion with community representatives about issues, recommendations, and actions that can impact the health of America.
 For more information, please contact: Dr. Karol Bryant at 905-19-0466
 Ms. Coralee Johnson at 905-254-0121
 A Healthier America:
 The Department of Health
 National Public Health Week
 April 5-11, 2010
 In Celebration of
National Public Health Week
 April 5-11, 2010

- Check with the city clerk as to what is scheduled so as not to compete with other events and add your townhall event to the clerk's schedule. Select a date when there is a congressional recess. Advertise with newspapers, church letters, community bulletin boards, posting flyers, posters or banners that are visible at popular places such as schools, community centers, coffee shops, grocery stores, public libraries, hospitals, businesses. Keep flooding your town with posters and flyers. Advertise Gift Card (if donated) Raffle during the Meeting of those in attendance.

Create a list of events where people can make announcements about your Town Hall, before the event, like a local business or organization meeting. Don't forget to utilize the AFL-CIO, central labor council and federation meetings, and have them e-mail all the union affiliates. You can create a Facebook page for your event where you can post updates on the event. Facebook can also help you to get people to RSVP if they are attending. Send e-mails and social media reminders. Utilize radio and community cable networks to share information about your public service event. Utilize every door direct mailing.

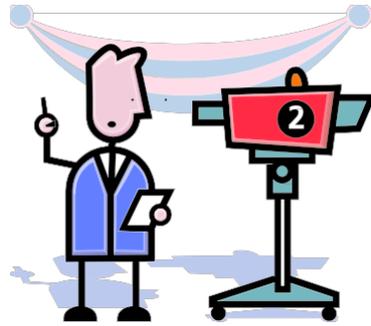
Step 7. Invitations to the event

The public leaders that are important to helping your campaign should be given a special invitation. Invite them all: members of congress, city council, mayors, school board, judges, law enforcement, labor relations office, public services leadership, the Governor, ACLU, Civil lawyers, airport authority, mailers, businesses etc. Give them a special invitation and an RSVP. Contact them to confirm and remind them 1-2 weeks before the event and the day before the event.

Step 8. Assign Volunteers for the Town Hall



Have a written list identifying those who have volunteered to help out the day of the event as well as preparations made prior to the event. Assign someone to handle media, to greet and seat members of the audience, to distribute materials, to manage equipment, set-up and break-down to include the sound system, banners, signs, photographer or videographer, set-up of stage props, table near entrance to have people sign petitions, resolutions, contact info or sign-in sheets, fact sheets etc. Keep a checklist for media, and assigned volunteers. Keep in touch before the event to make sure they will attend (see attached example on page 25)



- Follow a time-line sending invitations/flyers to the speakers and/or your panel at least 3 weeks before the event, **keep an updated calendar and reminder notices of event and needed rsvp,**
- media advisory 5 days before event, phone calls 36 hours before event, call associated press daybook (that is the schedule reporters use to decide what to cover) between 8am and 8:30am on the day of the event,
- call tv and radio remind them the morning of the event to make announcement, do a public radio interview, submit story pitch and press release, remind all media contacts and assign people to help make those contacts. You can also utilize help from APWU gcopp@apwu.org .



The Day of Your Town Hall

Have materials (press kits) ready to hand out to reporters. Have sign-in sheets (see page 26). Make sure speakers and panelists and local officials have packets. Include press release, fact sheet, pledge cards (See page 27) and your campaign information.

Refreshments/Coffee , Water & Food Set up a table for light refreshments and water. Be sure they are set for individuals to grab and go, without making too much noise or effort. Add upbeat music to a colorful visual slideshow on your topic, as people arrive.

Preparing Panelists, moderator, and timekeeper Meet with individuals prior to the event and include the panelists, moderator and timekeeper. Go over the agenda, how questions will be handled, if people are asking questions from zoom, how audio-visual and computer equipment will be used. List the time scheduled including question and answers and respond to any questions they may have. Timekeeper should have 5 minute, 1 minute and stop cards made, that will be visual cue for the panelists and moderator.

Tip: Have bottles of water available for the panelists

Tip: Have a Coordinator who will take care of problems as they arise like volunteer needs, fixing sound system, grabbing more chairs, sign-in sheets etc.

Prepare Media Spokespersons

Meet with your designated spokespersons. Remind them that they will greet the reporters, ask for their business card, giving them information (press kits) press release (See pages 22 & 23) and a fact sheet. Make sure spokespersons know the subject matter and if they can't answer a question point to the person who would know. Make sure the reporter has the correct information including names and titles of those involved in the campaign and the panelists (See Media Support Form page 24)

Tip: Make sure that those reporters who don't show up get sent the press release, media kit and pictures of the event immediately after the public meeting.

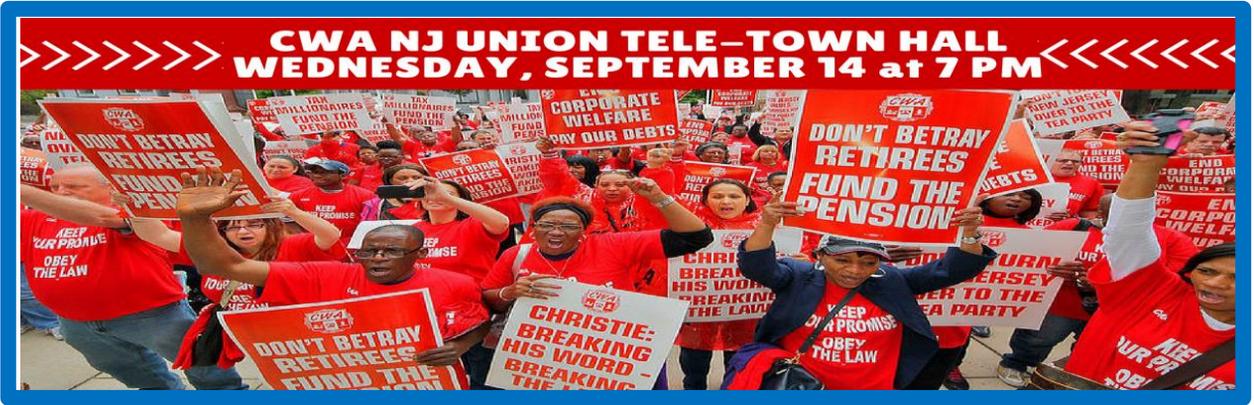
Use of Social Media and Live Tweeting

Assign someone in charge of handling social media and live stream for the event. Assign someone to do live tweet from the Town Hall Meeting and hashtag the campaign, as well as tagging members of congress or relevant organizations. Be sure to take pictures and share with our Communications Director: gcopp@apwu.org, Facebook, Instagram and twitter. During the meeting encourage everyone with a smartphone to share news of the event through social media and through coalition members. Utilize a QR code for survey, petition, or on flyers and hand them out.

Clean-up and Break Down

Be mindful to leave the meeting location as you found it and assign volunteers, to make sure to take down posters and banners and not to lose them in the cleaning process.

TELE-TOWN HALL EVENTS



Interact live with hundreds and thousands of union members, community members, and coalition members conducted over the phone and the web.

- A Tele-Town Hall rapidly dials out to a list of phone numbers you have that was provided by your members, union partners, community organizations, mailing businesses, as well as community leaders.
- The targeted audience will receive your personalized, pre-recorded message inviting them to remain on the line if they wish to be transferred automatically to your live Tele-Town Hall event.
- When they join, participants have the opportunity to ask you the "Star Speaker" questions live, as well as respond to survey questions using their phone keypads.
- You can also use a web interface that you control on which participants are able to ask their questions live on the conference call as well as when you want to pose a survey question or have them type a question into a chat box.
- Participants that are unable to ask their questions live, have an option to leave a personal message with a Call Screener, or tele-Town Hall voicemail for the "Star Speaker or Speakers".
- Following the Tele-Town Hall event, you can receive a detailed report (if you ask for one) complete with participants statistics as well as a digital recording of your event that may be posted on your website.

Tele-Town Hall Meetings



There are many companies today that can help you set up a Tele-Town Hall. ATT, as well as companies that just do Tele-Conferencing like Tele-Town Hall, LLC, Nation Builder, Teletownhall.com, etc.

These sessions are utilized by elected officials, political candidates, non-profit organizations, unions, schools, universities, businesses, and think tanks. Ask Officials to host and present your tele-town hall on their tele-conferencing equipment. Have your community committee be guests.

Unions of course utilize them, to mobilize support for their causes, getting members active in elections and getting involved locally including helping union members to contact their representatives with ease.

Before signing up to a specific conferencing company ask for recommendations from other locals, AFL-CIO state and central labor councils and their affiliates. Speak with congressional representatives who have utilized Tele-Town Halls in your area for their opinion on best companies to utilize.

- **Peer to Peer Texting**

Rapidly personalize text to large audiences anywhere in the world. Links and phone numbers in your text for effective calls to action. Break down texts by area code, reply to responses create custom tags to categorize responses.

- **Voice Broadcasts (Robo Calls)**

Rapidly delivers your messages to large audiences, 40 million plus calls a day

- **Patch/Transfer Calls**

Transfer people directly to a legislator or advocate on behalf of a cause, or to a call center to learn more about the issue or candidate

- **IVR Automated Surveys**

This service targets your audience through a series of pre-recorded polling questions. It records participants speech and tones input via their keypads and intelligently uses your pre-defined logic to customize surveys efficiently based on participant responses. It can be used for elections, delivered outbound, inbound, during a tele-town hall or live call. It accepts multiply choice and open-ended verbal responses. It is an automated polling of your members.

- **Volunteer Phone System**

Provides volunteers and staffers with the most user-friendly and cost effective solution for conducting live audience ID, survey and GOTV (Get out the vote) programs. It can be utilized for fund-raising history, help build a get out the vote list, and help with surveys, micro targeting, persuasion and building supporters.

- **Click to Call**

One click of the mouse, a user can receive a variety of types of calls including live calls, IVR calls, Patch calls, Robo calls, Fundraising calls, and Tele-Town Hall invitation calls.



USPS Public Meetings

The Postal Service has three kinds of Public Meetings

1. Public Meeting under Mail Processing Facilities
PO-408 Handbook and the PAEA
2. Public Meetings for USPS operated Post Offices, Stations, & Branches when considering a Discontinuance PO-101, PAEA
3. Public Comments after Board of Governors Public Meeting

The USPS has begun to attack all of these Public Meetings, however we must continue to fight for our community and stake-holders rights to have their democratic voice concerning issues with their Public Postal Service.

At this time there are 58 Postal Distribution Centers (PDC) under attack nationwide under the PO-408 AMP/MPFR studies. The PMG Plan is to have over 200 PDCs consolidated to an LPC, where they strip the Plant of important mail processing equipment like their AFCS (facier/canceller) that allows the Plant to process raw first-class mail. One of the ways the USPS minimizes the meeting is by scheduling them during day-time hours, in small venues, with difficult parking, all of this is against postal past practice and handbooks.

That is why it is important to learn how to plan successful Public Meetings.

Things we've learned to add to the USPS Public Meetings:

- Have a political figure and union request reschedule due to schedule not providing ample opportunity for the public to attend
- Videotape and Livestream the meeting
- Have one of the speakers take a poll with standing or show of hands during the meeting, who do not want the facility consolidated (for the public record summary) so far many that were done voted no consolidation
- Have many political representatives and staff speak out
- Have Businesses speak that know this move will destroy their business
- Speakers about economic losses to the community
- Workers describing how the mail will be delayed and loss of jobs for the community
- Advertise and campaign, rallies, public announcements, radio, TV interviews, newspapers, press conference, Press advisory release, talks with employees who don't understand what is happening, help people to feel comfortable to show up and take part by speaking out.

Sample Town Hall Agenda

Suggested Time: 1 hour (30 minutes Q & A)

1) **Welcome, Introductions, Opening Remarks**

Moderator: ask different organizations in the room to announce themselves and thank them for attending and not to forget to sign-in. Begin and end on time. Read the ground rules for speaking. Briefly go over the agenda and open remarks, introduce panelist (plan 5-10 minutes)

2) **Speakers or Panelists** begin their discussion, possibly have a short video on the subject, possible PowerPoint presentation, (plan to run 20 – 35 minutes)

3) **Remarks from the Coalition leader** discuss the needs of the campaign and plans for actions. sign petitions, pledge cards and push for a resolution. What audience can do today and next week. (10 min)

4) **Open for Questions and Comments** (15-30 minutes)

5) **Closing Remarks and Thanks** (Moderator) Thank the organizations that came, the panelists and members of the community, remind attendees to sign petitions and pledge cards and their location in the room. Make sure the event ends on a positive note and remind the audience We Can Win! Give Contact information (plan for 5 minutes)

TOWN HALL MEETING

What happens when the Postmaster General shuts down your Postal Facility?

Mail is slowed down: Checks, medicines, payments, bills, newspapers, church bulletins, books, magazines, special greeting cards, holiday cards and letters
Advertisements, sale circulars, discount coupons all delayed

Loss of revenue, lost of community connection and loss of equipment, mail, and future jobs for our children.

Loss of good service

Your Invited to a Town Hall Meeting to help Stop Your Postal Plant From Consolidation

Date:

Time:

Location:

For More Information

Contact:

Join the Community Coalition to Save our Services our Community and our Public Postal Service!!

The law says the PMG is mandated to serve everyone with **prompt, reliable, and efficient services** no matter where they live (city or rural) and regardless of income (rich or poor). In other words, all households are to receive equal service.

(Sample)

Sample Schedule on the Day of The Town Hall

6am – 8am Newspaper editorial board meeting, call

9am-10am TV Cable News Show

10:30am Local radio morning show interview

1pm Media interviews, contact with speakers and panelists

2pm-3pm Contact all coalition members to remind them of Town Hall Meeting tonight

3pm-4pm (eat) Check set-up at Hall

5:30pm- 5:50pm Panelists, leaders meeting at Hall

6pm Town Hall Meeting begins

Media Interviews either before or after

7:30pm End meeting with Thank You
Thank the volunteers for a great job.
Clean-up, collect petitions, sign-in sheet, collect Posters and banners

Sample Press Release

For Immediate Release: For Information

Contact:

SAVE THE CHARLESTON PLANT

YOUR MAIL SERVICE WILL BE DEGRADED!!

(A Town Hall Meeting to be held by the Community)

Our two Senators (names) and the Postal Community Coalition is sponsoring a **Town Hall Meeting October 16, 2024, 6:00pm** to plan our strategy to stop the Charleston Processing Plant from being Consolidated. We need the community support and community action to save the People's Post Office.

The meeting will focus on strategies in how we can protect our community from losing our prompt efficient, affordable, services. We will have our house representative as well as Community Activists who can lay out our strategies to fight and save our first-class overnight delivery services. We need our Community to play a part in the solution to keep the Postal Service Public and available to all.

This is a wakeup call. Our community is vulnerable to losing services that we have come to rely on. This is about the Postmaster General putting privatization first and the community last.

The time is now to stand strong! Don't let our community lose our essence, and become economically impacted, resulting in local businesses and workers leave our city.

For Immediate Release

Contact: Jamie Horwitz 202-549-4921, jhdcpr@starpower.net

Not a Loving Gesture: U.S. Postal Service Intentionally Schedules Public Meeting on the Future of West Virginia’s Only Mail Processing Center on Valentine’s Day in Attempt to Reduce Turnout. Local Postal Workers Encourage Postal Customers to Attend or to Make Comments Online.

CHARLESTON, W.Va. —West Virginia postal workers, members of the American Postal Workers Union, are encouraging postal customers to attend a crucial public meeting this evening at the Charleston Coliseum and Convention Center on the future of mail processing in West Virginia. The United States Postal Service, with little notice, moved the meeting date, the one opportunity for the public to comment in-person, to the evening of February 14. Yesterday, postal workers were out on the streets of Charleston with picket signs reading, “Save, Don’t Delay” while distributing information on how to participate in tonight’s meeting.

APWU members have been sounding the alarm about proposed changes to local postal service that would relocate mail processing from the Charleston Processing and Distribution Center near Southridge to an out-of-state facility near Pittsburgh. With the move, West Virginia would lose its only mail processing center and with it the state could lose hundreds jobs. Under the proposed change, mail would likely take longer to reach customers.

Tonight’s meeting begins at 6:30 pm. USPS’ managers have scheduled the “Mail Processing Center Review” to gauge the public’s interest in the proposed changes that are linked to the USPS’ “Delivering for America” strategic plan.

If Valentine’s Day plans interfere with attending, APWU encourages postal customers to share a little love for timely local postal service by posting comments online at:

<https://www.surveymonkey.com/r/mpfr-charleston-wv>

WHO: Postal customers and postal workers concerned about mail service

WHAT: Public meeting on the future of the USPS facility near Southridge

WHEN: 6:30 p.m., TONIGHT, Feb. 14

WHERE: Charleston Coliseum and Convention Center

Town Hall Media Support Form

Town Hall Date:	
Time:	
Location Address:	
Primary Name: Primary Contact Phone: Primary Contact E-Mail:	
Secondary Contact: Secondary Contact Phone: Secondary Contact E-Mail:	
Purpose of Town Hall:	
Sponsoring Organizations:	
Will member of Congress be present? Speakers and Panelists	
Other elected officials to attend:	

SUPPLIES & ASSIGNMENTS CHECKLIST

Supplies		Assignments	
		Task	Person(s) Responsible
Audio-Visual		General Coordinator Technical staff Social media/Twitter Room Set Up Crew	
Laptop, Projector, Screen	<input type="checkbox"/>		
Power, Extension cords	<input type="checkbox"/>		
Locate outlets	<input type="checkbox"/>		
Flip chart, Markers, Easel	<input type="checkbox"/>		
Table for A/V equipment Music/slideshow	<input type="checkbox"/>	Audio-Visual, Laptop/Screen Live stream/zoom	
Microphone	<input type="checkbox"/>		
Batteries	<input type="checkbox"/>		
USB	<input type="checkbox"/>	Preparing PP/Videos Videographers	
Internet/Wi-Fi	<input type="checkbox"/>		
Meeting Room		Sign-In Table	
		Certified Sign Language Interpreters Notetaker	
Direction signs to room	<input type="checkbox"/>	Campaign Materials Table/ Distribution/Volunteer Forms	
Sign-In sheets	<input type="checkbox"/>		
Campaign materials Petitions	<input type="checkbox"/>	Greeters Media Spokespersons	
Call-In Flyers	<input type="checkbox"/>		
Letter Template Pack	<input type="checkbox"/>		
Volunteer/Action Form/ Pens	<input type="checkbox"/>		
Media Kitts	<input type="checkbox"/>		
Child Care Provider	<input type="checkbox"/>		
Tables	<input type="checkbox"/>		
Podium	<input type="checkbox"/>	Facilitator Timekeeper	
Water for speakers	<input type="checkbox"/>		
Decorations banners/signs	<input type="checkbox"/>		
Refreshments		Refreshments & Food Crew	
Table/table cover	<input type="checkbox"/>		
Refreshments/ Food Plates/cups/	<input type="checkbox"/>		
Trash cans/bags	<input type="checkbox"/>	Clean-Up/Break Down Crew	
	<input type="checkbox"/>		

(example)

"STOP OUR PLANT CONSOLIDATION" ACTIVIST VOLUNTEER PLEDGE FORM

Why? We need to mobilize our community to activism in order to stop plant consolidations. The Postal Service belongs to the community and we have rights to protect and demand prompt, efficient and affordable services that is equal to those services others are given in other areas of the country. We need your help!

How Can I Help? I commit to volunteering for the following actions (check all that apply):

- Calling my members of Congress* *Phone Banking*
- Collecting Hand-Written Letters*
 - 5 Letters* *10 Letters* *15 Letters* *20 Letters*
- Attending a Rally or Action Event*
- Attending a Meeting with my Members of Congress*

"Yes, I'll be there!"

Name		Organization (if any):	
Address:		Home Phone:	
Mobile Phone		E-Mail	

(example)

"STOP OUR PLANT CONSOLIDATION" ACTIVIST VOLUNTEER PLEDGE FORM

Why? We need to mobilize our community to activism in order to stop plant consolidations. The Postal Service belongs to the community and we have rights to protect and demand prompt, efficient and affordable services that is equal to those services others are given in other areas of the country. We need your help!

How Can I Help? I commit to volunteering for the following actions (check all that apply):

- Calling my members of Congress* *Phone Banking*
- Collecting Hand-Written Letters*
 - 5 Letters* *10 Letters* *15 Letters* *20 Letters*
- Attending a Rally or Action Event*
- Attending a Meeting with my Members of Congress*

"Yes, I'll be there!"

Name:		Organization (if any):	
Address:		Home Phone:	
Mobile Phone:		E-Mail	

Resources:

Politicians/Media

Senators/Staff
House Rep./Staff
Congressional Events
Congress/Tour of PDC
Open Cong. Case file
State/City Govt calls
Calls/Emails
Social Media
Visit Offices
Visit City Councils
Mayors Associations
TV/Cable/Radio
Attend Town-Halls
Election Work
APWU Boots Program
Politicians' Coalition
Governor's Office
Attorney Gov. Office
Co-Sponsor Legislation
Legislative Breakfast
Press Release/Advisory
Get to know Postal Staff
Provide Info. Packets
Commissioners
Ask Co-Sponsor Bills
Provide Campaign monies
Have Personal meetings
Set up townhall
APWU Questionnaires
Newspapers Contacts

Community

Grand Alliance Groups
Business Council
Door to door Flyers
American Legion
Teamsters
Grand Alliance.org
Check with AFL-CIO Fed list
Check with Central Labor Coun
Check with Bulk Mail Mailers
Churches /Parish/Justice comm
Jobs With Justice
Community Decision Maker
NAACP
Senior Citizens ORG.
Social Services for Poor
PCC Postal Cust. Council
Department of Labor List
Community Organizers
Solidarity Center
University Community Work
Community Coalitions
AFGE/AFSCME
Veterans Groups
Salon Service Industry
Contact Postal Unions
CLUW
Working America
Rural Groups
Pride at Work
Climate Change Groups

Resources to reach APWU Members:

Conversations at Stand-Up Talks
Union Newsletter and Alerts
Flyers in the breakrooms/Bulletin Boards
Handout flyers at drive through gates end of shifts
Podcasts
Union Rights Talks in the Breakroom
Breakfast meetings before work for plants and POs'
Emails or texts to members
Invite Guests to Union Meetings
Special invitations to the Union Meeting
Advertise Union work/committee assignments
Have a townhall for your Union Members
Advertise for Legislative Director
Advertise for a Media Contactor
Advertise audio Visual Assistance
Livestream and zoom for events
Find a Videographer
Artist for Posters
Advertise food/Refreshments at meetings and events
Ask for help with Child-care at meetings and events
Advertise for a Social Activity Planner
Advertise a mentoring program
Advertise educational events
Find leaders in work sections to get members active
Stewards Get togethers, appreciation nights,
Provide activities for special Charity events
Have union picnics and other social events
Provide training on job rights and copy of contract
Ask members to volunteer for committees

Conclusion

I hope you take advantage of Public/Town Hall Meetings, In-Person and Hybrid (in person, zoom, livestream), making sure you develop that relationship with your Customers, Community, and Legislative base. Through Public Meetings you can reach more People to stand with us and to save our Peoples Postal Service.

(If you don't have your members email and cell numbers you really need to assign someone to work on that for the Local/State. A Powerful Local/State has those contacts at their fingertips for mobilizing and organizing for the fight).

Resources

Town Halls Vanderbilt Peabody College TN Mental Health Services/Recovery Advocacy Toolkit

Town Hall Guide Indivisible.org

How to Host Engaging and Impactful Town Hall Meetings, Blog/Polly Guidelines for Virtual Meetings & Teleconferences, Michigan State University Extension

Is a Better Community Meeting Possible? The Century Foundation The Ultimate Guide to Better Virtual Town Hall Meetings in 2024, Cassy Aite hoppier.com

Public Participation Guide, Public Meetings, www.epa.gov

A Guide to Effective Public Meetings, Navy and Marine Corps Public Health Center

6 Tips for Inclusive Public Meetings, American Planning Association Tele-Town Hall Events, Tele-Town Hall.com

Promoting Effective Public Participation at Governing Body Meetings, Institute For Local Government

How to Manage & Improve Public Meetings, GovPilot

How Hybrid Public Meetings are Reshaping Community Engagement, Public Input

Conducting public Forums, Community Toolbox

Planning an Effective Meeting Agenda, University Minnesota

Guide to Planning a Town Hall, D. Szeredy APWU,VP