

**Speak up School Planning Checklist**

**League Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Task** | **Who?** | **Notes/Contact Information** |
| ◻ | Agree to host a school* Contact LWVWA: [speakupschool@lwvwa.org](speakupschool%40lwvwa.org)
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| ◻ | Build Planning Team & assign tasks |  |  |
| ◻ | Build a potential partner list. Consider your local Complete Count Committee* Outreach, discuss, confirm
* Ask for trainers & coaches
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| ◻ | Train-the Trainer session: 12/8,9,11or 12/14,15,17 from 6:00 – 8:00 pm* Identify all Trainers & Coaches
* Register – [Brown Paper Tickets](speakup.brownpapertickets.com)
* Attend training; give feedback
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| ◻ | Set School date and time (Feb.–May, 2021)* Zoom or in-person?
* Contact LWVWA with dates
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| ◻ | Build budget, if needed* Apply for LWVWA grant\*
* Identify & contact possible sponsors
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| ◻ | Plan your School: In-person or virtual?* Set location or online platform
* Confirm date
* Secure Keynote Speaker
* Work logistics: set-up, capacity, rooms, sound, PowerPoint, etc.
* Determine refreshments
* Consider providing childcare
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| ◻ | Promote your School* League website & social media
* Partner website(s) & social media
* Local paper, radio, etc.
* Local Auditor’s office
 |  |  |
| ◻ | Hold your Speak Up School!* Collect contact information for attendees who agree to testify
* Follow-up with coaching sessions as needed
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| ◻ | Attend Redistricting Commission meeting* Send info & reminder to attendees
* Testify!
 |  |  |
| ◻ | Create ‘after-action’ report* Record lessons learned
* Assess results if possible
 |  |  |
| ◻ | CELEBRATE WITH PARTNERS! |  |  |

**QUESTIONS? Alison McCaffree, 253-720-6813,** **amccaffree@lwvwa.org** **or** **speakupschool@lwvwa.org**

**\*League of Women Voters Washington:** [**https://lwvwa.org/speakup**](https://lwvwa.org/speakup)