

**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> |  |  |
| ◻ | Build Planning Team & assign tasks |  |  |
| ◻ | Build a potential partner list. Consider your local Complete Count Committee   * Outreach, discuss, confirm * Ask for trainers & coaches |  |  |
| ◻ | Train-the Trainer session: 12/8,9,11 or 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 |  |  |
| ◻ | Set School date and time (Feb.–May, 2021)   * Zoom or in-person? * Contact LWVWA with dates |  |  |
| ◻ | Build budget, if needed   * Apply for LWVWA grant\* * Identify & contact possible sponsors |  |  |
| ◻ | 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 |  |  |
| ◻ | 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 |  |  |
| ◻ | 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**](mailto:amccaffree@lwvwa.org) **or** [**speakupschool@lwvwa.org**](mailto:speakupschool@lwvwa.org)

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