

## 1Sky Shadowing Squad Potlucks: A How-To Guide

### Suggested goals for your potluck

- Bring together a group of people who can attend shadowing events during the month of August. They do not have to be able to attend all events.
- Delegate roles for folks to take during the shadowing process.
- Have a good time! Food, beverages, and socializing are all good ideas.

### Set Things Up

- Make a guest list: Include family, friends, coworkers, and people from organizations you belong to such as your local place of worship.
- Set a date: Any time before August 9<sup>th</sup>.
- Pick a time and venue: To maximize attendance, we recommend holding your meet-up after 7 p.m. on weeknights or during the late afternoon on weekends. Just because it's a potluck doesn't mean you have to host it in your home. Other locations could be your public library, church, coffee shop, park, or other public place.

**Recruit Your Community:** Here are some tips on recruiting people in your community to come to your potluck. Remember, not everyone is connected to the Internet!

- Use this blurb in your description when recruiting people to come to your house party:  
*“One fun way to impact policy makers this fall is to attend a climate action potluck with your friends and family as a chance to get together and talk about how to best influence your senators and representatives while they are in their home offices. On [DAY/DATE] [PERSON] is hosting one of these parties at [LOCATION] at [TIME]. Everyone will gather to discuss a plan of action for shadowing squads for the August recess. Shadowing squads will attend senators' events and remind them to push for strong climate legislation. We/I hope to see you there!”*
- **PHONE:** The single best way to reach people is by giving them a call. Put in some calls to all your interested friends, and contact our national organizer Ada at [ada@1sky.org](mailto:ada@1sky.org) for a list of people in your area to call and invite. Make sure you have reminder calls closer to the event.
- **ONLINE:** Don't forget to go to <http://local.1sky.org> to register and advertise your potluck event online. **Note:** Events can be made private to send to select people.
- **OFFLINE:** Consider flyering (printing out information and putting it up in coffee shops, your public library, and other meeting spots).
- **PERSONAL:** Email and phone all of your friends and co-workers to let them know about your meet-up!

## **Download and Print Handouts and Materials**

- Consider downloading our brochure and policy analysis for people to look at as you review them. You can find them at <http://www.1sky.org/resources>. We will also have some props for the shadowing events themselves that we will mail to the potluck host.

## **Agenda**

Because the event is a potluck, you should plan to leave a half hour for folks to get their food and settle in before starting the meeting. Once everyone has settled in, review the purpose of the meeting and assign these roles:

- Logistics Coordinator – Scouts the Internet for potential shadow events (we have a separate shadowing guide for how to do this).
- Event Point – Makes sure that everything is set up and planned out for particular shadow event.
- Photographer(s) – To attend and document events.
- Media Point – Sends out press advisory (we have a template) and contacts the media two days before, the day of, and the day after the shadowing event with a press release and photos.
- Recruitment Point(s) – Calls folks on squad and friends/family/1Sky supporters to get people to events.
- Materials – Makes and distributes signs, posters, or other materials.

Once you have these roles assigned, schedule a follow up meeting or call to check in on progress and keep up the momentum

## **Let Us Know How it Goes!**

Once you have your meet-up, let us know how it goes by e-mailing [local@1sky.org](mailto:local@1sky.org) so we can help your organizing efforts and learn ways to improve these gatherings! Consider writing a guest blog post about how it went and sending it over – don't forget to take pictures!

**Good luck!**