

How To Plan an Organizing Event

Also known as Lunch n' Learns and - depending on the event - Membership Drives, are focused efforts to connect with members and potential members. They are usually distinguished by specific reasons for people to attend (e.g. a free lunch from the Union) and a goal the Union hopes to achieve.

These events can be coordinated by local on-site officers. They can set up by staff members from NFFE National. If your local is part of a council, a visiting officer could run them from your council.

Regardless of who sets it up, the steps to a successful event remain the same:

1. First, reserve space for the event to happen. Some contract language refers to membership drives of several days, so evaluate whether the occasion suggests a single lunch or multiple days. Make sure the space is in a space that employees are willing are going to show up at on their lunch break.
2. Get permission from Management for any visitors taking part to be in the Agency's space
3. Publicize the event. This should start more than several days before the event. Email to bargaining unit employees is the place to start, but a single email is not enough. Reminder emails, flyers on the Union bulletin board, flyers handed out to employees, verbal reminders at membership meetings.... take advantage of all opportunities to get the word out!
4. Arrange the food and/or drink for the event. You'll want sufficient food to feed the number likely to come, allowing for better attendance than may actually prove to be the case. IF such expenditure requires a vote to use funds, ensure that approval gets obtained well in advance of the event. If a Union council or NFFE Business Rep is helping coordinate, see if they are in the practice of bringing the food with them.
5. Make sure you have hard copies of information to present at the event. Handouts about union benefits (such as UnionPlus) will membership is in everybody's interest. Any documentation should include **the 1187** (membership sign-up form – available [here](#))
6. Have a sign-in sheet for people that attend. Records should be maintained showing people besides just union officers consume the food.
7. Will someone be giving remarks to the attendees? Figure that out well before the event, as well as who will be speaking. Have recent accomplishments of the local, the council, NFFE to talk about? Have currently proposed legislation ready to mention. Do NOT support or oppose political candidates, but definitely speak about *issues* that affect the employees

8. Have pens and 1187s constantly within reach during the event. If you are going to ask someone to join the Union, that should be able to happen immediately.
9. Clean up after the event so that Management remains receptive to future events.
10. In the days immediately following the event, touch base with the attendees who were on the fence about joining NFFE.