

HOW TO CREATE A WOMAN'S COMMITTEE *Event*



Updated 10-10-23

LOGISTICS:

- Use Zoom (40 minutes free)
- Assign note taker, who will take notes and email them to participants after the meeting.
- Secure event date and time
- Secure event venue (could use your Regional Office)
- Raffles? Prizes can be donated from those organizing

BUDGET:

- Determine budget if needed and identify funding source(s)
- Determine speaker(s) and/or food costs
- Seek female-friendly vendors
- Get two or three locals to share event cost
- Contact Regional Office for support
- Consider applying for \$500 Women's Committee Grant, Solidarity Grant

EVENT FORMAT:

- Half day or full day
- Event duration/time frame
- Food/beverage
- Get estimates from a few vendors

SPEAKERS:

- Get invoice from presenter if cost incurred (include presentation fees/mileage fees)
- NYSUT staff (ex: Labor Relations Specialists)
- Non-NYSUT: known experts
- Elected women, female labor leaders
- Invite a NYSUT Officer (use the "officer request form")

REGISTRATION PROCEDURES AND PROMOTION:

- Work with your Regional Office to create an online invite and registration
- Create a flier to hand out with registration information
- Share a JPEG of flier on social media
- Remember to include date, time, speakers, agenda, food allergies/special needs, notifications, goal for the event
- Regional Office can share with local presidents and on social media
- Share 1:1 and on personal posts; tag #NYSUTwomen

** Expect actual attendance to be around 80% of those who responded 'yes'*