

HOW TO CREATE A WOMAN'S COMMITTEE

Regional Event



LOGISTICS:

- Use freeconferencecall.com for planning meetings
- Assign note taker, email notes after call
- Secure event date and time
- Secure event venue: Use your NYSUT Regional Office/NYSUT HQ
- Raffles? Prizes can be donated from those organizing

BUDGET:

- Secure funding for \$2000 or less for 100* person capacity event
- Determine speakers and/or food costs
- Seek female-friendly vendors
- Get two or three locals to share event cost
- Apply for \$500 Women's Committee Grant, Solidarity Grant

EVENT FORMAT:

- Half day or full day
- Food (breakfast and/or lunch)
- Get estimates from a few vendors

SPEAKERS:

- Get invoice from presenter - it should include presentation fees/mileage fees
- NYSUT (Labor Relation 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
- Create a JPEG of flier to share on social media
- Regional Office can post on social media
- Remember to include date, time, speakers, agenda, food allergies/special needs, notifications, goal for the event

**Expect actual attendees to be around 70%*