



Women's Suffrage Centennial Resource Toolkit

**PRACTICAL WAYS TO
CELEBRATE THE SUFFRAGE MOVEMENT**



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TABLE OF CONTENTS

- About the National Association of Commission for Women 1
- About the Women’s Suffrage Movement 3
- About the Women’s Suffrage Centennial Resource Toolkit..... 6
 - Planning your event 6
 - Creating a Steering Committee 6
 - Create Working Groups..... 6
 - Define Your Objectives..... 7
 - Identify Your Target Audience..... 7
 - Determine Venue Options..... 7
 - Recruit Partner Organizations 7
- Budgeting Your Event..... 8
- Marketing 8
 - Create a Brand..... 9
 - Create Marketing Communications Strategies..... 9
 - Advertising..... 9
 - Web Site 9
 - Sample Public Relations Events and Initiatives 10
 - Event Planning Checklist..... 10
 - Leaving a Legacy 10
- Templates..... 11
- Acknowledgements 11



ABOUT THE NATIONAL ASSOCIATION OF COMMISSION FOR WOMEN

The National Association of Commissions for Women (NACW) assists and supports commissions for women to ensure that they not only survive but thrive and succeed. NACW provides valuable programs, meaningful activities, relevant resources, and available expertise to our members.

The mission of the National Association of Commissions for Women (NACW) is to sustain, strengthen and advocate for women's commissions in their work to promote equality and justice for all women and girls and ensure they are represented and empowered in their communities.

NACW works to sustain its members by:

- Providing best practices and practical tools that help them fulfill their missions
- Developing expertise in the unique needs and diverse environments of women's commissions at the state, county and local levels

NACW works to strengthen its members by:

- Offering opportunities to develop professional skills and obtain technical support,
- Building relationships amongst peers
- Forming alliances with national partners;

NACW works to advocate for its members by:

- Cultivating a national network of supporters
- Promoting public policies that support and inform their work
- Communicating the value of women's commissions
- Telling their story on the national level

Sixty-sixth Congress of the United States of America;
At the First Session,

Began and held at the City of Washington on Monday, the nineteenth day of May,
one thousand nine hundred and nineteen.

JOINT RESOLUTION

Proposing an amendment to the Constitution extending the right of suffrage
to women.

*Resolved by the Senate and House of Representatives of the United States
of America in Congress assembled (two-thirds of each House concurring therein),
That the following article is proposed as an amendment to the Constitution,
which shall be valid to all intents and purposes as part of the Constitution when
ratified by the legislatures of three-fourths of the several States.*

"ARTICLE ———"

"The right of citizens of the United States to vote shall not be denied or
abridged by the United States or by any State on account of sex.

"Congress shall have power to enforce this article by appropriate
legislation."

F. H. Lillitt

Speaker of the House of Representatives.

Thos. R. Marshall

*Vice President of the United States and
President of the Senate.*

ABOUT THE WOMEN'S SUFFRAGE MOVEMENT

In 1848, the woman suffrage movement was officially launched with the first women's right convention held in Seneca Falls, New York. The convention was organized by Elizabeth Cady Stanton and Lucretia Mott. A declaration of the rights of women was issued, including the right to vote at the convention. Under the leadership of Susan B. Anthony, Elizabeth Cady Stanton, and other women's rights pioneers, suffragists circulated petitions and lobbied Congress to pass a constitutional amendment to enfranchise women. The campaign lasted over 72 years before women in the United States finally won the right to vote.

The National American Woman Suffrage Association (NAWSA), under the leadership of Carrie Chapman Catt campaigned in individual states and lobbied President Wilson and Congress to pass a woman suffrage Constitutional Amendment. In the 1910s, NAWSA's membership numbered in the millions.

The National Woman's Party (NWP), under the leadership of Alice Paul, took a more radical approach to get the attention of President Wilson and Congress by picketing the White House to pass an amendment that would allow women to vote.



Photo: www.biography.com



Photo: www.allposters.com

The Delta Sigma Theta Sorority marched as well; the group was the only African American women's organization to participate. Ida B. Wells-Barnett, a journalist, outspoken suffragist and anti-lynching crusader, founded the Alpha Suffrage Club of Chicago, the first African American women's suffrage organization.



Photo: www.allposters.com

In 1920, after a long and difficult struggle, the 19th Amendment, enfranchising women, was ratified. This victory is considered the most significant achievement of women in the Progressive Era. It was the single largest extension of democratic voting rights in our nation's history, and it was achieved, through democratic processes.

Sources:

History, Art & Archives: United State House of Representative, The Women's Rights Movement, 1848-1920. <http://history.house.gov/Exhibitions-and-Publications/WIC/Historical-Essays/No-Lady/Womens-Rights/>

National Women's History Museum, The Women Suffrage Movement: The Most Significant Achievement of women in the Progressive Era. <https://nwhm.org/resources/general/woman-suffrage-movement>

The U.S. Congress proposed the Nineteenth Amendment on June 4, 1919. Below are the states that have ratified that amendment and the dates on which it was ratified in each one:

1. Wisconsin (June 10, 1919)
2. Illinois (June 10, 1919, reaffirmed on June 17, 1919)
3. Michigan (June 10, 1919)
4. Kansas (June 16, 1919)
5. New York (June 16, 1919)
6. Ohio (June 16, 1919)
7. Pennsylvania (June 24, 1919)
8. Massachusetts (June 25, 1919)
9. Texas (June 28, 1919)
10. Iowa (July 2, 1919)
11. Missouri (July 3, 1919)
12. Arkansas (July 28, 1919)
13. Montana (August 2, 1919)
14. Nebraska (August 2, 1919)
15. Minnesota (September 8, 1919)
16. New Hampshire (September 10, 1919)
17. Utah (October 2, 1919)
18. California (November 1, 1919)
19. Maine (November 5, 1919)
20. North Dakota (December 1, 1919)
21. South Dakota (December 4, 1919)
22. Colorado (December 15, 1919)
23. Kentucky (January 6, 1920)
24. Rhode Island (January 6, 1920)
25. Oregon (January 13, 1920)
26. Indiana (January 16, 1920)
27. Wyoming (January 27, 1920)
28. Nevada (February 7, 1920)
29. New Jersey (February 9, 1920)
30. Idaho (February 11, 1920)
31. Arizona (February 12, 1920)
32. New Mexico (February 21, 1920)
33. Oklahoma (February 28, 1920)
34. West Virginia (March 10, 1920, confirmed on September 21, 1920)
35. Washington (March 22, 1920)
36. Tennessee (August 18, 1920)

Ratification was completed on August 18, 1920, and the following states subsequently ratified the amendment:

1. Connecticut (September 14, 1920, reaffirmed on September 21, 1920)
2. Vermont (February 8, 1921)
3. Delaware (March 6, 1923, after being rejected on June 2, 1920)
4. Maryland (March 29, 1941, after being rejected on February 24, 1920; not certified until February 25, 1958)
5. Virginia (February 21, 1952, after being rejected on February 12, 1920)
6. Alabama (September 8, 1953, after being rejected on September 22, 1919)
7. Florida (May 13, 1969)
8. South Carolina (July 1, 1969, after being rejected on January 28, 1920; not certified until August 22, 1973)
9. Georgia (February 20, 1970, after being rejected on July 24, 1919)
10. Louisiana (June 11, 1970, after being rejected on July 1, 1920)
11. North Carolina (May 6, 1971)
12. Mississippi (March 22, 1984, after being rejected on March 29, 1920)



ABOUT THE WOMEN'S SUFFRAGE CENTENNIAL RESOURCE TOOLKIT

This toolkit is designed to help organizations and individuals that are planning events to celebrate the Centennial of Women's Suffrage. Depending on your needs, some sections may be more relevant than others. After reading through this kit, feel free to use what applies to you.

PLANNING YOUR EVENT

Create a Steering Committee

The steering committee could be a volunteer group or a committee of your commission that proposes timeframes, funding mechanisms, develops a strategic plan and oversees working groups and the events and activities planned for Suffrage 2020. Ensure that nonprofits, diversity and gender groups are represented.

Create Working Groups

Working Groups can help you create and plan meaningful events and projects for the community. Below are suggested working groups for your consideration.

Education Group: Focuses on education in your jurisdiction including public and private schools, K-12, homeschooling, and museums and higher education through programs curriculum and events.

Historical Group: Represents and preserves Suffrage history through historic preservation and fact checking.

Cultural Group: Represents the jurisdiction's cultural community through programs and events. (Art, plays, reenactments of historic events, speeches, quilt project)

Special Events: Identify, plan and produce special programs or activities related to Suffrage 2020; (parades, anniversary celebrations, voter registration opportunities, etc.)

Financial Contributions and Sponsorships:

Develop funding sources to support your Centennial celebration.

Begin by creating a budget with a list of Women's Suffrage Centennial projects and activities with estimated costs for each of the items listed. Include a maintenance fund if necessary for projects like historic markers and murals.

Invite businesses to sponsor an event by donating money, goods, or services, or volunteers for the events.

Apply for grants that will help you develop and implement your list of projects and activities.

Define Your Objectives

The purpose of the event is to celebrate, commemorate and educate the public regarding the women's suffrage movement and the women who won the vote. The objectives are the roadmap to achieving the goal. Objectives should be detailed, measurable, achievable, relevant, and identify tangible results your event will produce.

Identify Your Target Audience

Who will attend your event? How many people will attend?

Focus on the people and/or specific groups who are most likely to attend your event. Target audiences could include: residents, government, business community, community organizations, ethnic organizations, visitors, education community and media.

Determine Venue Options

Where will my event be held? Is the venue easily accessible for my attendees?

Start looking for a venue for your event early, the earlier the better. When looking for a venue keep your budget, estimated event size and space requirements in mind. Booking a venue should be done at least 6 months prior to your event date. However, the date of your event may have to change to fit the availability of the venue. Consider the following when selecting a venue:

Location: reasonable distance for most attendees

Parking: sufficient parking for your attendees

Capacity: enough space for the number of attendees expected

Layout of the Venue: If registration is required, will you have room to register attendees without disrupting the flow of traffic?

Insurance: Will you need insurance?

Accessibility: Does the venue accommodate those with special needs and/or children?

Services and Amenities: Does the venue have what you need? For example, will you need a kitchen, table, chairs, audio-visual equipment, clean-up and set-up

Ambiance: Does the style of the venue fit your event?

Acoustics: Will your attendees be able to hear speakers comfortably?

Cost: Is the rental of the venue within your projected budget?

Available Event Date: Is the venue available for the proposed dates of your event?

Recruit Partner Organizations

Once you have a location and dates for your event, it is time to recruit partners and/or sponsors for the event. Your event will be more successful if you partner with other organizations. Before recruiting partners, decide if your event will be a charitable event and if so, be able to list the charitable organization when recruiting partners. Consider partnering with local non-profit and/or government organizations, universities, colleges, and businesses: examples of partnering organizations, Media, League of Women Voters, Photographers, State Historic Preservation, Banks, Local Government, etc.

BUDGETING YOUR EVENT

Creating an event budget is a critical step to a successful event. Your budget needs to be realistic and sufficient to cover unexpected costs.

Creating your budget

Using a spreadsheet or budgeting software, list each item of your event that will incur a cost. As you continue to plan your event, you can add and/or delete expenses and revenue line items to your list.

Event Budget						
Revenue	Estimated	Actual			Estimated	Actual
Sponsorship	\$3,000.00	\$3,500.00				
Donations	\$600.00	\$600.00				
Ticket Sales	\$1,500.00	\$2,000.00				
Total Revenue	\$5,100.00	\$6,100.00				
Expenses						
Venue Rental			Refreshment			
Rental of Tables & Chairs	\$400.00	\$250.00	Food	\$600.00	\$600.00	
Set-Up Cost	\$300.00	\$350.00	Drinks	\$300.00	\$250.00	
Clean-Up Cost	\$300.00	\$350.00	Staff	\$0.00	\$0.00	
Audio/Visual Cost	\$400.00	\$400.00	Total	\$900.00	\$850.00	
Security	\$500.00	\$500.00	Prizes			
Total	\$1,900.00	\$1,850.00	Ribbons/Trophies	\$0.00	\$0.00	
Marketing			Gifts	\$0.00	\$0.00	
Branding Design	\$600.00	\$600.00	Total	\$0.00	\$0.00	
Printing	\$200.00	\$150.00	Program			
Postage			Keynote Speaker	\$0.00	\$0.00	
Social Media	\$200.00	\$200.00	Travel	\$0.00	\$0.00	
Total	\$1,000.00	\$950.00	Hotel	\$0.00	\$0.00	
Decorations			Other	\$0.00	\$0.00	
Linens	\$150.00	\$125.00	Total	\$0.00	\$0.00	
Table Centerpieces	\$150.00	\$150.00	Miscellaneous			
Lights	\$50.00	\$50.00	Telephone	\$0.00	\$0.00	
Total	\$350.00	\$325.00	Transportation	\$0.00	\$300.00	
			Supplies	\$150.00	\$200.00	
			Total	\$150.00	\$500.00	
			Total Expenses	\$4,300.00	\$4,475.00	
			Total Profit (or loss)	\$800.00	\$1,625.00	

Your budget should include Revenue, Expenses, Estimated Cost and Actual Cost. Research previous events to look at the various line items and numbers to help create your budget. It is important to get several different quotes from businesses, don't underprice items, create a detailed budget, include committee members when creating your budget, and require contracts from vendors when applicable.

MARKETING

When marketing your event, keep the goal of your event in mind. Is it to bring awareness of the Suffrage Movement, educate, and/or build recognition for your commission? Design your Suffrage Centennial to be all inclusive embracing the multiple audiences that live, work and visit your state. Consider creating large and small programs that will be of interest to many ages and across many income levels. Target audiences could include: residents, government, business community, community organizations, ethnic organizations, visitors, education community, and media.

Create a Brand

Creating a brand for your event is important to deliver a consistent, relevant and distinctive message to amplify awareness for your event. Design your brand to commemorate, celebrate, and educate diverse audiences.

Create Marketing Communications Strategies

Public relations are used to promote all aspects of Centennial Suffrage 2020. It includes media relations, special event planning and management, written communications such as newsletters, community relations and public speaking and presentation opportunities. Here are some strategies you could use:

- Get a head start and produce a year- long PR plan to create interest and awareness. Generate fact sheets, possible future stories historical data and resources.
- Tell the story of the Suffrage Campaign through people and facts in press releases, historical photos.
- Engage the media by providing them tools and promotional ideas.
- Schedule editorial meetings with media to build awareness of the Suffrage and women who lead the movement.
- Develop strategies and tactics to reach out to and communicate with various charitable, civic cultural ethnic and educational organizations.

Advertising

Publication

Create and publish an event calendar

Create a Women's Suffrage Centennial poster for sale/distribution and posting in public places.

Local News Stations and Radio

Be interviewed to talk about Suffrage women and history and upcoming 100th anniversary celebration events and activities.

Social Media

Create a Facebook Page, MeetUp, Twitter, Google +, Instagram, Snapchat, Eventbrite, and even a YouTube account. Posts should be short and to the point. When posting on social media, be creative with the hashtag of the event; always hashtag the location of the event.

Email

Send various emails to your contacts announcing the event and ask your contacts to forward the email.

Evite

Create an Evite invitation to email to your contacts and ask them to bring guests to your event.

Web Site

Create a Suffrage Centennial Web Site or embellish your existing Commission website to include Women's Suffrage Centennial history, news, events, and activities and calendar of events. Create links to your social media on your website.



SAMPLE PUBLIC RELATIONS EVENTS AND INITIATIVES

Organize a Parade: award special certificates for best entry general, musical, equestrian, vehicle, float, youth, band

Signing Event: Commemorate the date your state signed the resolution to ratify 19th amendment

Register Voters Events

Museums Exhibits

Art Exhibits

State Tour Storytelling

Organize "history reality talk": Discussions about the road blocks and intimidation tactics deployed regarding race which prevented many women the ability to vote.

Community Pride Business Initiative: Businesses display Women's Suffrage Centennial decal or poster or event calendar

Suffrage Centennial License Plates

Special Suffrage Centennial Stamp Cancellation

School District Suffrage History Educational Programs

Chautauqua presentations and celebration of suffrage leaders

Theater Productions

Anniversary Cake Celebrations

Suffrage Centennial Book Festival

Hold an event to celebrate the next 100 years

Invite and recruit all cities in your state to create suffrage centennial projects and events

Celebrate 100-year-old State residents

Centennial Suffrage Mural Contest

Identify modern day women heroes

EVENT PLANNING CHECKLIST

The Event Planning Checklist should be the starting and ending point for planning your event; it is one of the most important pieces. When creating your event planning checklist keep the following guideline in mind: refer to your event objectives and budget, create a spreadsheet identifying tasks (detailed) for Pre-Event, Day of the Event, and After the Event, set due dates, include reminders, and list the person responsible for each task.

LEAVING A LEGACY

100 years ago, women finally won the right to vote; a movement that is not taken for granted today. The celebration of the 100th Anniversary of the passage of the 19th Amendment to the U.S. Constitution should commemorate that struggle and its success.

"Perhaps some day men will raise a tablet reading in letters of gold: "All honor to women, the first disenfranchised class in history who unaided by any political party, won enfranchisement by

its own effort... and achieved the victory without the shedding of a drop of human blood. All the honor to the women of the world!" Harriot Stanton Blatch

Examples of lasting efforts of the Suffrage Movement:

Suffrage Centennial Quilt

Suffrage Centennial Historic Markers

Create a Time Capsule for our descendants to open in 2120 – Items Remembering the Past, Reflecting the Present and Predictions for the Future. Inventory items and put them into a time capsule to be installed at a Government Building or Museum as a public art installation.

Photograph, record and document your State Suffrage Centennial events and projects to preserve history of 2020 Women's Suffrage Centennial Celebration.

TEMPLATES

Event Planning Check List – Appendix A

Press Release Template – Appendix B

Event Form – Appendix C

Reference other centennial websites:

<http://womensuffrage.org/>

<http://www.nwhp.org/>

<https://www.archives.gov/education/lessons/woman-suffrage>

<http://www.loc.gov/teachers/classroommaterials/primarysourcesets/womens-suffrage/>

http://www.loc.gov/rr/print/list/076_vfw.html

<https://www.history.com/topics/womens-history/the-fight-for-womens-suffrage>

<https://www.nationalgeographic.org/news/woman-suffrage/>

<http://www.crusadeforthevote.org/>

<http://womansuffragememorabilia.com/>

<https://www.theatlantic.com/photo/2013/03/100-years-ago-the-1913-womens-suffrage-parade/100465/>

ACKNOWLEDGEMENTS

APPENDIX A

EVENT PLANNING CHECKLIST

Celebrating the Suffrage Movement Event				
TASK	RESPONSIBLE PARTY	START DATE	DUE DATE	STATUS
PRE-EVENT				
Inform and gain approval from local government (if required)				
Check community calendars for other events scheduled for the name, date, and location				
BUDGET				
Prepare an event budget				
Obtain Event Committee approval on budget				
LOCATION				
Select a location or venue for your event (will people must travel long distances to attend your event? Is there sufficient parking)				
Check for available dates				
EVENT AGENDA				
Develop Timeline				
Reserve Venue — Sign contracts and send deposits if needed				
Book entertainment — Sign contracts and send deposits if needed				
DONATIONS & SPONSORSHIP				
Develop donation letter and sponsorship proposal				
Generate list of potential donors and sponsors				
Email, mail, hand deliver letters				
Acknowledge donors and sponsors				

EVENT PLANNING CHECKLIST

Celebrating the Suffrage Movement Event

TASK	RESPONSIBLE PARTY	START DATE	DUE DATE	STATUS
REGISTRATION & INVITATION				
Create event registration form				
Create Invitation (hard copy and one to be emailed)				
Obtain Event Committee approval on Invitation				
Distribute Invitation				
MARKETING & PROMOTION				
Develop Marketing and Communication Plan				
Design promotional materials				
Build website				
Thank you letters to staff, volunteers, performers, sponsors, and donors				
Submit press releases				
Submit event information to local events calendars and websites				
EVENT ATTENDEE INFORMATION				
Generate List of Attendees				
REGISTRATION				
Create event registration form				
Determine cost of registration and what is included with registration				
Monitor complete/partial registrations				
Follow-up on partial/unregistered				

EVENT PLANNING CHECKLIST

Celebrating the Suffrage Movement Event				
TASK	RESPONSIBLE PARTY	START DATE	DUE DATE	STATUS
EVENT STAFF (ONSITE)				
Determine staff requirements				
Confirm onsite staff availability				
EVENT SCRIPT				
Outline event script(s)				
Begin event script as information becomes available				
MATERIALS FOR ONSITE				
Review list of items required onsite (office items, signs, name badges, menus etc.)				
Organize packing supplies				
VENUE – (Venue Name)				
Obtain any local jurisdiction permits: Road Closure, noise, signage				
Contract negotiated and finalized				
Set up master account				
List of all charges client wants posted to Master Accounts				
Request final accounting needs in advance				
Confirm Security				
Reserve portable toilets, AV equipment				
Confirm first aid officers				
Notify Police, Ambulance Service Fire Department				
Develop a Waste Management Plan				
Design signage for parking, entrance and exit				

EVENT PLANNING CHECKLIST

Celebrating the Suffrage Movement Event				
TASK	RESPONSIBLE PARTY	START DATE	DUE DATE	STATUS
Develop cleaning and maintenance plan				
Organize award ceremony				
TRANSPORTATION				
AIRLINE, RENTAL CAR, TAXI, UBER				
Negotiate contract/s and finalize				
Generate arrival/departure manifest				
FOOD AND BEVERAGE – (Caterer Name)				
List of food and beverages needed				
Obtain any food permits required				
Obtain menus and wine list				
Select menus for event				
Confirm menus with Event Committee				
Venue deadline for F&B				
Finalize menus and numbers — within 48 hrs. of event				
FINANCIAL				
INVOICING				
Deposit invoiced to client				
Deposit received from client				
Final invoice report to client				
VENUE PAYMENTS – (Venue Name)				
Deposit to be paid to venue				
Balance of payment due for venue				
Close off budget				



APPENDIX B

PRESS RELEASE TEMPLATE

[YOUR LOGO HERE]

FOR IMMEDIATE RELEASE: Date

Contact: [Your Name & Organization]

Phone: [Contact Phone Number]

Email: [Contact Email Address]

[MAIN PRESS RELEASE HEADLINE]

[Italicized Sub-header]

[CITY, STATE, Month Date—] Paragraph one, include who, what, why, when, where, and how; who is the press release about, what is the topic of the press release, why are sending the press release, when is the event of the press release taking place, where is event taking place, and how does the subject of the press release provide value?

Paragraph two, body of the paragraph; explain your event in more detail, include quotes if available.

Paragraph three, closing remarks; give the reader event registration information.

[Your Business Name] is a [Boilerplate description...]

If you would like more information about this topic, please call [Name] at [Phone number], or email [email address].

APPENDIX C



National Association of Commissions for Women

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