## EVENT INFORMATION

| Event Title: |  
| Purpose: |  
| Event Location: |  
| Event Date: |  
| Event Start Time: |  
| Event Duration: |  
| Permit Required? | YES NO IF SO, FROM WHOM? |  
| Parking Arrangements: |  
| Restrooms: |  

## ASSIGNMENTS

| Event Coordinator: |  
| Police Liaison (BMWED): |  
| Police Contact (Agency/Officer): |  
| Safety Marshals: |  
| Media Liaison: |  
| PA System Minder: |  
| Equipment Manager: |  

## EQUIPMENT/MATERIAL

| Signage Available and Easy to Read from a Distance (Large Letters!)? | YES NO |  
| Megaphones or PA System? |  
| Inflatable Display? |  
| Power Supply? |  
| Water/Refreshments? |  
| First-Aid Kit & Safety Gear? |  

---

**PAGE 1 OF 4**
PRESENTERS

NOTE – YOU SHOULD PLAN TO HAVE ONE PRESENTER (MEMBER, OFFICER, LOCAL LEADER, POLITICIAN, ETC.) FOR EVERY HALF HOUR OF YOUR EVENT. SCHEDULE YOUR PRESENTERS, IF POSSIBLE, TO GIVE THEM TIME TO ARRIVE AND PREPARE THEIR REMARKS AND TO COORDINATE THEIR REMARKS WITH OTHER ACTIVITIES (CHANTS, MUSIC, ETC.)

_________________________________ _________________________________
_________________________________ _________________________________
_________________________________ _________________________________

MEDIA

MEDIA ADVISORIES SENT OUT LOCALLY FOR EVENT? YES NO
DATE SENT: ____________________________________
CONFIRMED MEDIA CONTACTS
_________________________________ _________________________________
_________________________________ _________________________________
_________________________________ _________________________________

TALKING POINTS AVAILABLE FOR MEDIA CONTACT? YES NO
POTENTIAL INTERVIEWEES IDENTIFIED AND BRIEFED? YES NO

NOTE – MEDIA MAY PRIORITIZE INTERVIEWING A RANK-AND-FILE MEMBER ABOVE AN OFFICER. IDENTIFY AND BRIEF MEMBERS WILLING AND ABLE TO CONDUCT AN INTERVIEW.

ALLIED ORGANIZATIONS

WILL OTHER UNIONS OR ORGANIZATIONS JOIN THIS EVENT? YES NO

ORGANIZATION POINT OF CONTACT
_________________________________ _________________________________
_________________________________ _________________________________
_________________________________ _________________________________
_________________________________ _________________________________
EVENT MANAGEMENT

NOTE – THE EVENT COORDINATOR, RESPONSIBLE FOR THE LOGISTICS AND PLANNING FOR THIS EVENT, MAY OR MAY NOT ALSO BE THE “MASTER OF CEREMONIES” RESPONSIBLE FOR FACILITATING THE EVENT ITSELF (MAINTAINING ENERGY, INTRODUCING SPEAKERS OR GUESTS, GAUGING PARTICIPATION, ETC.) IF ANOTHER MEMBER HAS THIS ROLE, IDENTIFY THEM.

MASTER OF CEREMONIES

MUSIC PLAYLIST AVAILABLE AND TESTED ON P/A? YES NO
INTRODUCTORY NOTES MADE FOR EACH PRESENTER? YES NO
CHANT SHEETS MADE & CHANT LEADERS IDENTIFIED? YES NO

ASSESSMENT https://forms.office.com/r/F3MAuY0UkR

IDENTIFY MEMBERS, GUESTS, AND OTHERS WHOSE FEEDBACK CAN SUPPORT OUR EVALUATION AND REFINEMENT OF OUR TACTICS, TECHNIQUES & PROCEDURES FOR CONDUCTING ACTIONS.

SIGN-IN SHEET MADE AND AVAILABLE YES NO

IF SO, WHO “OWNS” IT?

NOTES

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

PAGE 3 OF 4
## INTERNAL COORDINATION

### NEARBY LOCAL LODGES

<table>
<thead>
<tr>
<th>Lodge 1</th>
<th>Contacted?</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Lodge 2</td>
<td>Contacted?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Lodge 3</td>
<td>Contacted?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Lodge 4</td>
<td>Contacted?</td>
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### POINTS OF CONTACT

<table>
<thead>
<tr>
<th>Contact 1</th>
<th>Contacted?</th>
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<tbody>
<tr>
<td>Contact 2</td>
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<tr>
<td>Contact 3</td>
<td>Contacted?</td>
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<td>NO</td>
</tr>
<tr>
<td>Contact 4</td>
<td>Contacted?</td>
<td>YES</td>
<td>NO</td>
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</table>

## SYS. DIV./FEDERATION

### GENERAL CHAIRPERSON

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Contacted?</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td></td>
<td>Contacted?</td>
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### VICE CHAIRPERSON(S)

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Contacted?</th>
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<th>NO</th>
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<td>Contacted?</td>
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</table>

## NATIONAL DIVISION

### VICE PRESIDENT

<table>
<thead>
<tr>
<th>Vice President</th>
<th>Contacted?</th>
<th>YES</th>
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<td>Contacted?</td>
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### COMMUNICATIONS DEPARTMENT

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<thead>
<tr>
<th>Department</th>
<th>Contacted?</th>
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<th>NO</th>
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<td>Contacted?</td>
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<td>NO</td>
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### ORGANIZING DEPARTMENT

<table>
<thead>
<tr>
<th>Department</th>
<th>Contacted?</th>
<th>YES</th>
<th>NO</th>
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<td>Contacted?</td>
<td>YES</td>
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## COORDINATING MEASURES/NOTES

_________________________________________________________________________

_________________________________________________________________________
DURABLE EQUIPMENT

Inflatable Display ("Fat Cat," "Rat," or similar)  

Power Source for Inflatable Display  

(specify details)  

Grounded Extension Cords for Electrical Supply  

(specify details)  

United States Flag (with pole)  

Permanent (Coroplast) BMWED Placards  

BMWED Flag (with pole)  

BMWED Parade Banner  

Portable Shelter  

(specify details)  

Securement Materials for Portable Shelter (sandbags, guylines, stakes, etc.)  

(specify details)  

Toolkit for Erecting Shelter (Mallet, Zipties, etc.)  

(specify details)  

Megaphone  

Public Address System  

Other:  

Shipping and Storage Container for Equipment Set
CONSUMABLE EQUIPMENT

Signage Materials (markers, tape, poles or staves, etc.)

(may be locally procured)

BMWED Placards (printed paper)

(specify details)

Batteries for megaphone or other devices

(specify details)

BMWED Stickers or branded “Throws”

(specify details)

Other: ______________________________________

______________________________________________________________________________

______________________________________________________________________________

LOCALLY PROCURED ITEMS (NOT IN SET)

Cooler(s) and Ice

Bottled Water

Fuel for Generator

Other provided snacks or beverages

(specify details)

Lighting (if necessary)

(specify details)

Heating (if necessary)

(specify details)

First Aid Kit and associated supplies or materials

___
ACCOUNTABILITY AND CONTROL MEASURES

**BMWED Actions! Guide**

**BMWED Action Checklist**

**BMWED Action Equipment Set List**

**Additional Documentation**

*(specify details)*

**Return Shipping Labels for Equipment Set (if needed)**

*(specify details)*

**BMWED Member Assigned Accountability for Equipment Set (Accountable Member)**

**Name**

**Phone Number**

**Address**

**Email address**

When not being used, where will this Equipment Set be stored?

Who else will have access to this Equipment Set?

What is the expected date this Equipment will be used?

What is the expected date this Equipment will be returned?
All **DURABLE EQUIPMENT** items received in this Equipment Set must be returned in a clean, dry, and serviceable condition. The BMWED System Division, Federation, Lodge, or assigned BMWED **Accountable Member** assumes liability for the repair, servicing, or replacement of any damaged, lost, or unserviceable items. Items will be repaired, serviced, or replaced by National Division from approved vendors and lists, with the costs for such remediation charged to the liable organization or member.

All **CONSUMABLE EQUIPMENT** items received will be accounted for. If any items (i.e. stickers, markers, etc.) are not used or completely depleted during the intended action, any unused items or portions will be returned with the durable equipment. Costs for the items used (i.e. stickers, markers, etc.) will be borne by both the National Division and the System Division, Federation, Lodge, or BMWED **Accountable Member** for such use, as agreed upon at the time this equipment set is checked out.

**LOCALLY PROCURED ITEMS** should **not** be returned with the Equipment Set and should either be stored or disposed of locally.

**ACCOUNTABILITY AND CONTROL MEASURES** are not required to be accounted for or returned.

**Issuing Officer:**

Name of BMWED Officer authorizing issue of this Equipment Set

__________________________  __________________________
Signature                                      Date

**The undersigned hereby assumes Accountability for the Equipment Received, as specified above:**

**Received by:**

Name of Organization, Lodge, or Accountable Member receiving this Equipment Set

__________________________  __________________________
Signature of Organizational Officer or Accountable Member                                      Date
WHAT IS THE POTENTIAL ISSUE?


IS THIS A MAJOR DISPUTE?  YES  NO
DOES THIS REGARD A CLAIM OR GRIEVANCE?  YES  NO

WHAT DO YOU WANT TO ACCOMPLISH?


WHAT ACTIONS CAN HELP ACCOMPLISH YOUR GOAL?


WOULD YOUR ACTION BE PART OF A LARGER CAMPAIGN?  YES  NO

WHAT IS YOUR ACTION’S PURPOSE (HOW DOES IT ACCOMPLISH YOUR GOAL)?


PAGE 1
WHAT IS YOUR ACTION’S INTENT? (HOW DOES IT ALIGN WITH OUR MISSION & VALUES?)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

WHAT IS YOUR ACTION’S THEME?

________________________________________________________________________

WHAT ARE POTENTIAL SLOGANS FOR YOUR ACTION?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

IS THERE ALREADY A CAMPAIGN REGARDING THIS ISSUE? YES NO

IF A CAMPAIGN ALREADY EXISTS FOR THIS ISSUE, WHO IS COORDINATING THAT CAMPAIGN?

________________________________________________________________________

WHO COULD BE AFFECTED BY THIS ISSUE OR BY BMWED’S ACTION ON THIS ISSUE?

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<th>WHAT RESOURCES ARE AVAILABLE LOCALLY TO CONDUCT YOUR ACTION?</th>
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<th>WHAT RESTRICTIONS OR OBSTACLES CAN AFFECT YOUR ACTION?</th>
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<th>WHAT LEGAL BARRIERS MAY DETERMINE OR PREVENT THIS ACTION?</th>
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<th>WHAT POTENTIAL ALLIES, MEMBERS, OR OTHERS CAN BE INVOLVED IN THIS ACTION?</th>
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<th>HOW WOULD THIS ACTION “TIE IN” TO CURRENT OR FUTURE WORK ON THIS ISSUE?</th>
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HAVE YOU CONTACTED (FOR COORDINATION AND SUPPORT):

STRATEGIC COORDINATION & RESEARCH?  YES  NO
ORGANIZING?  YES  NO
BMWED REGIONAL VICE PRESIDENT?  YES  NO
BMWED SYSTEM DIVISION OR FEDERATION?  YES  NO
BMWED LOCAL LODGES IMPACTED?  YES  NO
OTHER (SPECIFY _______________________)  YES  NO

HOW COULD THE FOCUS OF THIS ACTION RESPOND TO THIS ACTION OR ISSUE?

__________________________________________________________________________

__________________________________________________________________________

WHAT COULD CAUSE THIS ACTION TO FAIL, OR CAUSE THIS ACTION TO MAKE THE ISSUE WORSE?

__________________________________________________________________________

__________________________________________________________________________

WHAT OTHER QUESTIONS NEED TO BE CONSIDERED OR RESOLVED AS YOU ORIENT THIS ACTION?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
RESTATE YOUR ISSUE IN CLEAR, CONCISE TERMS:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

STATE YOUR ACTION (TIME, DATE, AND LOCATION MAY NOT YET BE DETERMINED):

____________________________________________________________________

RESTATE YOUR ACTION’S PURPOSE IN CLEAR, CONCISE TERMS:

(“We conduct this action in order to...”)

____________________________________________________________________

RESTATE YOUR ACTION’S INTENT IN CLEAR, CONCISE TERMS:

(Successful completion of this action will achieve _______ and enable our union to ________, fulfilling our union’s mission to _____________________.”)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

ACTION COORDINATOR: ________________________________________________

CONTACT PHONE: ____________________________________________________

EMAIL: ____________________________________________________________
**BMWED Action Timeline (Example)**

**Event:** Rally for Rail Labor! – GCRR Bargaining

**Event Date:** August 4, 2023, 0700-1000

**Event Location:** GCRR Operations HQ, 2200 W Corporate Center Dr., Phoenix, AZ

**Event Theme:** “ENOUGH IS ENOUGH!”

**GCRR, COME TO THE TABLE!**

*THIS IS AN EXAMPLE, BUT NOT A STRICT FORMAT OR TEMPLATE. YOUR OWN ACTION MAY REQUIRE DIFFERENT BENCHMARKS, REVIEW MEETINGS, OR TASKS! BE THOUGHTFUL, THOROUGH, & CREATIVE!*

---

June 23, 2023

- *Issue identified!*
- *Need for Action identified!*

June 26, 2023

- *Orientation* work begins, notifying Nat. Div., Departments, and Sys. Div. of intention to **ACT** on identified issue.
- *Rally chosen for action.*

June 30, 2023

- Rally site selected (public area near Ops HQ).
- Rally theme and slogans selected.
- Event Coordinator identified.
- Begin Coordination with local Lodges, Sys. Div./Fed.
July 7, 2023
> Permit application started, if necessary.
> Police Liaison identified, contacts local law enforcement and/or identifies local ordinances.
> Safety Marshals identified.
> “Map recon” of site to identify safety, parking, logistics issues.

July 14, 2023
> Draft media advisory to BMWED Communications for review and polishing.
> Talking Points drafted.
> Social media planning.
> Identify possible speakers or VIPs.
> Identify news and media organizations to contact.

July 17, 2023
> Finalize equipment needs, order equipment and materials, or order kit from Nat. Division.
> Equipment Manager, other logistics assignments or needs identified (parking, food, etc.)

July 21, 2023
> Online meeting with rally personnel, local BMWED, organizers, etc. to review Talking Points, messaging for rally, assigned roles, expectations.

July 24, 2023
> Media Advisories out to news agencies
> Confirmation or reminder to speakers, VIP, media

July 26, 2023
> Social Media and website blitz!
> Public notification of rally.
> System Messenger, text blast, similar to members.
July 31, 2023  
> Equipment checks, material checks.
> Confirm plan for speakers, photography or video support.

August 2, 2023  
> Phone call attendance confirmations for VIPs, Local Lodge officers, speakers, and allied organizations

August 3, 2023  
> On-site walkthrough, off-site rehearsal/meal
> Sign making party.
> Review Talking Points, messaging, “Do's & Don'ts”

**August 4, 2023**  
**RALLY DAY! RAISE HELL!**

August 8, 2023  
> POST RALLY REVIEW (AAR) MEETING (online)
> Social media/website posts of rally events.
> Media release (post rally) if needed.

August 11, 2023  
> Equipment is reset, returned (if borrowed or rented), and ready for next ACTION.
> Thank you messages out to allies, lawmakers, VIPs, or other supporters.

August 18, 2023  
Final ACTION Assessments (monitor response from GCRR, news organizations, public, etc.)

August 25, 2023  
> Close file on this ACTION. Use file to sharpen skills for your NEXT ACTION!
Media Advisories should be a single page (3 paragraphs), offering a concise description of the action, the issue, the context, and offering a point of contact for news media to coordinate visits or interviews.