



BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

ACTION CHECKLIST

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 (If you have an Action Equipment Set, refer to that checklist)

SIGNAGE AVAILABLE AND EASY TO READ FROM A DISTANCE (LARGE LETTERS!)?	_____	YES	NO
MEGAPHONES OR PA SYSTEM?	_____	YES	NO
INFLATABLE DISPLAY?	_____	YES	NO
POWER SUPPLY?	_____	YES	NO
WATER/REFRESHMENTS?	_____	YES	NO
FIRST-AID KIT & SAFETY GEAR?	_____	YES	NO





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ACTION CHECKLIST

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
_____	_____
_____	_____
_____	_____
_____	_____





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

ACTION CHECKLIST

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 _____





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

ACTION CHECKLIST

INTERNAL COORDINATION

NEARBY LOCAL LODGES

POINTS OF CONTACT

SYS. DIV./FEDERATION

GENERAL CHAIRPERSON

CONTACTED? YES NO

ATTENDING? YES NO

VICE CHAIRPERSON(S)

CONTACTED? YES NO

ATTENDING? YES NO

NATIONAL DIVISION

VICE PRESIDENT

CONTACTED? YES NO

ATTENDING? YES NO

COMMUNICATIONS DEPARTMENT

CONTACTED? YES NO

ATTENDING? YES NO

ORGANIZING DEPARTMENT

CONTACTED? YES NO

ATTENDING YES NO

COORDINATING MEASURES/NOTES





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

ACTION EQUIPMENT SET

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 _____





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

ACTION 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 _____





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

ACTION EQUIPMENT SET

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? _____





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

ACTION EQUIPMENT SET

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





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

BMWED ACTS! - IDENTIFY & ORIENT WORKSHEET

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)?





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

BMWED ACTS! - IDENTIFY & ORIENT WORKSHEET

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?





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

BMWED ACTS! - IDENTIFY & ORIENT WORKSHEET

WHAT RESOURCES ARE AVAILABLE LOCALLY TO CONDUCT YOUR ACTION?

WHAT RESTRICTIONS OR OBSTACLES CAN AFFECT YOUR ACTION?

WHAT LEGAL BARRIERS MAY DETERMINE OR PREVENT THIS ACTION?

WHAT POTENTIAL ALLIES, MEMBERS, OR OTHERS CAN BE INVOLVED IN THIS ACTION?

HOW WOULD THIS ACTION "TIE IN" TO CURRENT OR FUTURE WORK ON THIS ISSUE?





BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION, IBT (BMWED)

BMWED ACTS! - IDENTIFY & ORIENT WORKSHEET

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?





**BROTHERHOOD OF MAINTENANCE OF WAY
EMPLOYEES DIVISION, IBT (BMWED)**

BMWED ACTS! - IDENTIFY & ORIENT WORKSHEET

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!

**EXAMPLE MEDIA ADVISORY FOR BMWED ACTIONS!
REACH OUT TO OUR BMWED COMMUNICATIONS TEAM FOR ASSISTANCE**

[SYSTEM DIVISION/FEDERATION LETTERHEAD OR
OTHER APPROPRIATE BMWED OR ORGANIZATIONAL
LETTERHEAD]

(Letterhead for official
correspondence)

TITLE OR THEME OF ACTION

Media Advisory Title

Date

Date

Rail workers with the Brotherhood of Maintenance of Way Employees Division (BMWED), a division of the Teamsters, will conduct a rally protesting the actions of Grand Continental Railroad (GCRR) at that railroad's operational headquarters on 2200 W Corporate Center Drive, Phoenix, AZ from 7 AM to 10 AM on Friday, August 4, 2023.

This paragraph should briefly introduce the BMWED, describe the issue prompting our action, and give the details of the action.

BMWED workers are currently in contract negotiations with GCRR. BMWED has received no response to its proposals for wages or work rules, and GCRR has cancelled or failed to appear at several scheduled bargaining talks. GCRR has made no proposals of its own. BMWED workers on GCRR have had no wage increases since 2021, while GCRR has had several rounds of stock buybacks and recently awarded its CEO \$5 million as a performance bonus. BMWED workers demand GCRR come to the negotiating table or that the National Mediation Board declare bargaining at an impasse and invoke mediation to reach a FAIR CONTRACT for BMWED rail workers.

This paragraph offers more details of the issue. It's intended to give a bit of background and context, so news reporters can get an idea of how this fits in their news coverage.

BMWED will have live music and a food truck at its rally, as well as chanting, marching, and demonstrators holding signs. The Presidents of the BMWED, the International Brotherhood of Teamsters, the Arizona AFL-CIO, and the Transportation Trades Department of the AFL-CIO will all speak at this rally. This informational protest is not a strike.

This paragraph offers details of the event itself, highlighting special speakers or activities. This is important to get reporters hooked! Include "THIS IS NOT A STRIKE" language.

Further information about this event is available by contacting BMWED member Ash Anderson at (012) 867-5309 or education@bmwe.org

A final line to offer contact for the Event Coordinator.

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Traditional closing marks

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.