

CREATING A TAKE BACK YOUR TIME DAY TEACH-IN OR FORUM IN YOUR COMMUNITY

It isn't hard to set up a teach-in or forum for TAKE BACK YOUR TIME DAY even if you have less than a month to prepare for it. A wide variety of approaches are possible. Here are some simple ideas that can help you put together events in your community. Also, check out last year's events, which can be found under the PLAN AN EVENT menu item.

PREPARATION

- Set a time for your event – 3 hours is ideal. We know your event may be shorter. You may also wish to hold it during the evening before or at some other time either on TAKE BACK YOUR TIME DAY or during the week before.
- Reserve a large room – by partnering with a church or other organization you may be able to get this without charge
- Reserve a couple of small rooms (if possible) with moveable seats near the larger room to use as breakout rooms
- **PUBLICIZE THE EVENT BY:**
 - Downloading posters from the Take Back Your Time web site and putting them up in your community
 - Emailing to all organizations that might be sympathetic
 - Getting a story in your local newspaper
 - Seeking announcements and pre-teach in interviews on your local radio stations
 - Encouraging your local bookstore to display the handbook prominently with a poster about the teach-in
 - Asking to speak to other organizations' meetings in the week prior to the event.
- Encourage local TV and radio to attend

THE TEACH IN ITSELF

Panel discussions are a great way to introduce Take Back Your Time topics and to provide a jumping off point for small group conversations. Here's one approach to organizing discussions.

- Plan on having a panel of speakers with plenty of time for small group discussions

- Send an email to local experts and activists inviting them to be on one of the panels. Examples of experts to approach follow here, but you may think of others. Be creative.

DOCTORS

CLERGY

ACADEMICS (IF YOU ARE IN A COLLEGE TOWN) – TRY SOCIOLOGY, ECONOMICS, BUSINESS AND MANAGEMENT, ENVIRONMENTAL STUDIES/SCIENCES, PSYCHOLOGY AND FAMILY STUDIES, POLITICAL SCIENCE, HISTORY, LABOR STUDIES, RELIGIOUS STUDIES.

LABOR LEADERS

POLITICAL LEADERS

SEEK A DIVERSITY OF PEOPLE.

Encourage panelists to read the TAKE BACK YOUR TIME handbook if they so choose, to become more familiar with the overall issue.

- Organize the panel so that there are three to four speakers. Ask them to speak for 10 minutes. Take 20 minutes of questions from the audience.
- Encourage small group discussions – 4-6 people in breakout rooms. Allow 30 minutes for these discussions after each panel. Encourage small groups to make sure everyone has a chance to speak. Encourage them to talk about how they are personally affected by the issue. BE SURE TO MAKE TIME SO PEOPLE CAN TALK IN SMALL GROUPS.
- Return to the main room and ask for people who want to report from their small groups to do so.
- Ask people who want to form a local Take Back Your Time committee to stay after and talk about organizing it.
- Be sure to get all the names, phone numbers and emails of participants and use them to create on –going TAKE BACK YOUR TIME organization to plan for following years.
- Sell the TAKE BACK YOUR TIME handbook and t-shirts at your teach-in to raise money for your local group.

MORE SUGGESTIONS CAN BE FOUND ON OUR WEB SITE (go to www.timeday.org and click on HANDBOOK EXCERPTS).

HAVE FUN!!!!!!