

# RT's Hosting Toolkit

# Hosting a Get-Together Toolkit

*“It's not as difficult as one might think!”*

— A volunteer when asked what he wishes he had known before he set up his first Get-Together/Meet and Greet.

**First and foremost, thank you! Since you are reading this, we know that you care, are upset by our current situation with Trump and his enablers in power, and you want to do something.** For this, we offer our support in this difficult time and our sincerest thanks to you for being here right now!

The idea of hosting or holding events (especially public ones) can be intimidating and daunting. You may have questions like:

- Where do I start?
- How do I get people to come?
- What should we do at the event?
- Will it even help?

Our guide is designed to help answer these questions, starting with the last one: YES! It will help!

Authoritarians lead by dividing, conquering, and strong arming. They succeed by making us feel alone, scared, helpless, and intimidated. With Trump and his enablers in power, we have a right to be scared, but that doesn't mean we can't stand up and win.

**“I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear.”**

— Nelson Mandela

United, we can stand and win, but divided we will definitely fall. The goal of this guide is to provide resources you can use to unite your community: be that with one event or a weekly tradition! Regardless of what kind of community gathering you are considering hosting, we have tips to help you throughout the process!

## **What this Tool-Kit Covers**

Hosting is as easy as 1, 2, 3 with the right checklist. The toolkit is organized into the following chapters:

### **1) [What is a Get-Together](#)**

- a) Four points to consider when planning a get-together

- 2) [\*\*Finding a Location\*\*](#)
  - a) Things to Consider for Event Location
  - b) Types of Event Spaces
- 3) [\*\*Timing\*\*](#)
  - a) When to Host Your Get-Together
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## What Is A Get-Together?

The idea of hosting a get-together is to provide an opportunity for you and those in your local area who also dislike what Trump is doing to come together as a group.

**What your get-together looks like will depend on a number of things such as:**

1. **Your comfort level** – The more you host get-togethers, the easier it may be to try different things, but remember it is ok to stick with what you are comfortable doing right now. Use the tips and ideas in this guide that fit what you're looking for or as inspiration to come up with your own ideas!
2. **Available space and supplies** – What you or your friend/family group have access to in terms of supplies or space is going to vary greatly. So, utilizing what you have already, and what you need or want to find, is going to vary for each person.
3. **The feeling you want to present** – For example, do you want something fun for like-minded people to come together and let off steam? Or do you want something more serious to start to gather people into a regular meeting group?
4. **The goal of your get-together** – For example, are you hoping to start something regularly? Do you want to respond to an event happening right now locally or globally? Do you just want to provide a place for like-minded people to meet up and blow off steam for one night? Are you hoping to build an existing group?

Answering these four questions is the difficult part of planning a get-together. After you identify the answers, the rest is just time and effort to make it happen.

There are so many options when hosting a get-together and we will not cover all of them. The goal of this guide is to provide some creative ideas, tips, and guidance for people who want to do something but are either not sure where to start, who are intimidated at the idea of hosting, or who are looking for inspiration for types of get-togethers to host.

So, now that you know what a get-together is and the main things to consider, let's get into the specifics of planning!

## Finding A Location

Some things to consider when looking for a location:

- **Where do you like to be** and feel comfortable inviting people to
- **Are there any costs** associated with this location
- **Accessibility**
- **Parking or accessibility by other transportation**
- **A/V Equipment** if you plan on having a slide show presentation or watching a movie
- **Internet** (if needed for a presentation or other viewing reason)
- **Power outlets**, which could be required for your event or helpful for attendees even if someone needs to charge a phone
- **Amount of space available** – depend on your desired guest list or the activities you plan to do
- **Chairs and tables** – If your space has limited seating (like a park), you will want to let your guests know in advance. If you are doing an activity that requires writing, consider providing clipboards if you don't have tables.

## Types of Event Spaces to Consider

You can be as creative in space finding and usage as you can with everything else in this toolkit. What you find works for you will depend on what resources, connections and funding you have access to. These are some suggestions to get you started but we are sure they are not your only options!

### **Your Home or Apartment/HOA Common Areas**

If you feel comfortable having people over to your home or if your housing complex has a meeting space, this can be a very convenient place to host events.

### **Convention Rooms**

Some office buildings have a convention room that you can reserve if you work there. Convention rooms are often free outside of the work day, on weekends or evenings.

## **Library**

Libraries often have rooms you can reserve for free public events that aren't selling anything (i.e. great for our purposes, but not so great if you're starting a new business). If you are in a busy city, you might need to make reservations well in advance. Be sure to check your local library rules.

## **Parks**

Some parks have indoor spaces that require a reservation (and often a fee), but many outdoor spaces are available without. Just be sure to warn your participants if they will be outside the whole time and monitor the weather leading up to your event.

## **City Hall/Government Buildings**

Sometimes City Halls or other government buildings will have meeting rooms the public can utilize. Check their requirements and rules if this could be an option.

## **Restaurants**

Restaurants sometimes have private rooms or party rooms, however be warned that they may come with a required food spend or rental cost. You can contact the owner and see if they support your cause and will donate the space during a slower time (like Mondays or during the middle of a weekday afternoon).

## **Coffee Shops**

Like restaurants, some cafes have spare rooms. As long as people are willing to patronize the business, coffee shops can make an easy meeting place, especially during their quieter hours.

## **Local Organizations or Businesses**

If they support your cause, a lot of organizations and businesses that have a physical space are willing to rent or loan it out when it isn't in use. Event centers often have less activity during the middle of the week or during the day, especially outside of wedding season. Keep in mind, especially if they are giving you the spot for free, you might occasionally have to make space or otherwise accommodate paying users. Even unexpected places like grocery stores can have small education rooms the public can use!

## **Places of Worship**

Much of the 1960s American Civil Rights Movement was planned in churches! Whether or not you belong to a place of worship, many have meeting spaces that aren't always in use. You can contact ones in your area (especially if they hang rainbow flags or signs that say "all are welcome") and ask if you can utilize their space. Some places of worship have payment rates for non-members but, again, for those who agree with your cause, they might be willing to cut you a deal or offer the space at no cost.

## Community Centers

Community centers or senior centers often have meeting rooms you can reserve. Be sure to ask if there is a cost, however, as some cities charge rental fees.

Whatever place(s) you find, it is important that you feel comfortable hosting there! As a golden rule of thumb: Unless you don't want people to know you're anti-Trump, it doesn't hurt to ask. If you live in a more MAGA area, you might want to tease out their standing before broaching the subject.

## Timing

### ***What day of the week and what time should I host my get-together?***

The timing of your get-together is really whatever you are comfortable with. It is true that many people work 9am-5pm Monday-Friday, so they might prefer evening and weekend events. However, there are also many people who work nights, weekends, and shift work (which changes all the time). Some parents might be busy in the afternoon and evening with kids but free during the day. Older people or those with impaired vision may not drive after dark.

So, if you don't want to or can't do evenings or weekends for your event, don't let that stop you from having it! Host your event when it works for your schedule and you will meet people who are also looking for something during that time.

If you want to plan a recurring meeting, we recommend hosting them up at the same time (and as much as possible, the same place) each time you meet to build consistency among attendees.

***Tip:*** *If you are hosting an event during a typical meal-time hour (e.g., 12-2pm or 6-8pm) even if it isn't when you eat your meals, be sure to inform people whether food will be provided and/or available for purchase.*

### ***How long should my get-together be?***

The length of an event may be determined by many factors including the availability of you, your venue, or participants; weather and time of day; and the activity(ies) you have chosen to provide. Here are a few key considerations:

- People often run behind – don't make your event so short that someone arriving 10-15 minutes late can no longer participate, unless you make this clear in the event description
- People often like to mingle with other guests – give folks time to chat before officially starting your event. If you are a smaller group, you might have people introduce themselves, but do ask them to keep it brief. You don't want a few people talking for half your event about why they are there, but you do want your attendees to know that you care and you want to create a friendly and welcoming environment for them.
- If you are at a restaurant or coffee house, account for the time people will

spend ordering and paying for their items.

- In general, depending on what you are doing, we find 1.5-2.5 hours to be a good amount of time for most types of get-togethers.

## Materials

This is not a comprehensive list of things you will need, which will depend on the type of get-together you plan. Use this list as a starting point to identify possible materials you may want or need.

### ***Suggested Event Materials:***

- Sign-in sheets
- Name tags
- Printouts – providing take-home materials is particularly important if you ask people to do any follow-up activities
- For a more formal meeting or presentation, consider providing paper and pens for people to take notes, including clipboards if you don't have tables.
- For longer get-togethers, consider providing snacks or suggest attendees bring their own
- Supplies specific for your activity
  - ***Tip:*** *If your event includes an activity new to you, do it once yourself at home to make sure you know what you need to do it!*

## Advertising and Invitations

There are so many ways to get the word out about your get-together and we won't cover them all here. So be creative!

### ***Event Platforms***

**Mobilize.us** – Post your event using our Mobilize channel. This will allow you to share the event as public (or you can keep it private) to invite people near you who care about the same things you do: namely getting Trump and his enablers out of power! This is a free service we provide you can use to easily invite people, share info, and meet new people in your area.

The advantages of using Mobilize:

- Gets your event out there whether you personally know people in your area or not, and makes a great way to meet new people
- Sends reminders to attendees
- Allows you to easily contact attendees to let them know about changes, important information about the event, or just to say hello
- Allows you to take roll and gives you information to keep in touch with people for your next event

*You can find detailed instructions on how to post your event and run it through*

Mobilize [here](#)! There is both a .pdf and a video version of this toolkit.

Once set up, your Mobilize event is visible for people you do not yet know (if you have set the event to public). Mobilize also provides a link you can share through text, email, and social media to make it easy for you to invite your own social network. Whether you have one friend or 1,000 social media followers you want to tell, these links make it easy for you to invite and remind your own social groups as well as advertise to others. Be sure to tell people what the goal of your event is and provide a clear (optionally clever) title that sums it all up.

**Eventbrite** – Eventbrite is another platform you can utilize to post events and advertise to the public.

**Facebook** – Making a Facebook event is another option to get the word out to people in your area and/or to your own social groups.

### **Your Personal Network**

In a world of chaos and hardship, people often feel lost and alone. Talking to people anywhere can become a point of contact to share information about events you choose to host. Think about your social network and who might believe in getting Trump and his enablers out of power. Your social network includes anyone and everyone you come into contact with throughout your life:

- Friends
- Family
- Coworkers
- Fellow members where you worship
- Staff at restaurants and businesses you visit often, such as receptionists, cashiers, bartenders, etc.
- People in your area who have or had signage that is anti-Trump or pro-Trump's opposition

Your social network can also grow. At first, you may not know people well enough to know whether to invite them, but it is amazing how learning someone's name or consistently talking about something like traffic can allow people to open up to you over time.

The more you get to know someone, even casually, the more likely they are to let you know when something is bothering them: the stock market crashing might make them nervous as they approach retirement, tariffs might lead to more layoffs at their business, their friend could have been fired from a government job. **The more you listen, the more you learn.** The more you learn, the more you know about who to invite to your events.

**Tip: No-show rates for free events tend to be high.** Do prepare materials for the number of people who signed up, but mentally prepare that only 25-50% of people who showed interest may attend. If this is the case, it doesn't mean you did something wrong, this is just the way organizing goes sometimes.

## WHAT'S THIS ABOUT?

Your event title and introduction, especially the first sentence, is your opportunity to catch people's interest – or "hook" them – and reel them in to read more about your gathering. Keep it clear and concise, but add some creativity in to stand out!

### Examples:

- "This event is about turning frustration into action."
- "Raise your voices against fascism!"
- "Join your neighbors to stand up for democracy!"

## Themes & Activity Ideas

There are as many creative ideas for hosting events as there are people. Here are a few we came up with or heard about others doing. Please feel free to make up your own!

- Raise Your Voices Karaoke
- Peoples' Voices Matter Karaoke
- Bye Bye Billionaires Block Party (Or BBQ)
- Good Trouble Fest
- Anti-Fascists Coffee Meetup
- You Are Not Alone Meet and Greet
- Anti-Fascists Book Club
- {Name of your local area, i.e. Denton, OH} Stand Together Meeting
- {Name of your local area, i.e. Denton, OH} Against Trump (fascists, billionaires, etc.)
- Stand Up, Fight Back {Name of your local area, i.e. Denton OH}
- Artists Against Trump / Art Night Theme
- Puzzle-Palooza for Peace
- Free Will Game Night
- Movies for Freedom – You could start a movie club dedicated to films about civil resistance and standing up to fascism

Of course, if any of this is too intimidating, remember, it is just fluff! Your event does not need to look like a professional marketer is working on it. Use these tips and ideas as inspiration but not as rules.

## Tips for Hosting

If you are running a meeting with particular goals, remember you will have to help

keep the group on track. People may have ideas outside of what you set out to discuss and feelings they want to share. It is important to validate their thoughts, but you also want to keep people on task and focused.

If your get-together includes an activity, bring the list of what you need with you and let participants know what they need to bring through your contact points (Mobilize, email, text, etc.).

Be sure to tell people about any food or drinks you are providing or that may be available or required to purchase. It is especially helpful to indicate whether water will be provided by you or if they need to bring their own water bottles (and if there is a refill station should they need to bring their own bottles).

### ***After the Event***

After your get-together, it can be nice to send a brief note to people who attended to thank them for coming or invite them to your next event.

Be willing to receive feedback without taking it personally. Positive or negative, other people will have their opinions but they can also give you your best insights to grow as a host. Using Mobilize will provide participants a way to give feedback automatically, so you can see what they thought went well or needs improvement.

Remember, whatever feedback you receive, every event is an opportunity to learn on your organizing journey! You did the work of planning and hosting: celebrate your successes!

## **Feeling Intimidated?**

If you're still feeling a little unsure, know that all great organizers were once in your shoes hosting their first event. You can do this! Starting with something small will allow you to grow your hosting skills and build confidence over time.

You may find these additional steps helpful:

- **Make a plan** of how you'd like your event to go and exactly what activities you want to do. Even if you don't get through everything (which is difficult for even the most experienced host), having a plan for activities or topics will help make it easier to feel certain of what you are doing.
- **Then make a backup plan.** Things happen. Having a backup plan requires a little extra effort but you'll know what to do should something go wrong. For example, identifying an alternate location in case something makes your venue inaccessible. You might plan a backup activity or alternate date should severe weather roll in.

You do not need a backup plan for every possible scenario, having a backup plan for common challenges will help you feel calmer and better prepared ahead of the event, as well as respond quickly to any potential emergencies.

- **Ask for advice** on our Discord channel about anything you still feel nervous or uncertain about, or seek advice from your own personal network.

## Additional Resources

If you have questions this guide didn't answer, please join our Discord group [here](#). Organizers and previous event hosts will be happy to help!

The best place to post your questions on Discord is the “#ep-4-Crossing-the-Threshold-Hosting-A-Get-Together” channel located within “🚀 How-to-Become-a-Leader-in-the-Trump-Resistance.”

Keep us posted there on your journey, too! We'd love to see photos of your events, hear how it went, and help you adjust your approach next time.

# Get-Together Checklist

Fill in the blanks for the event you're planning.

## *Event Planning To-dos:*

- Set Your Get-Together Goal and Theme
- Identify Location
- Set Date and Time (You might set a date and time before you identify the location, or vice versa)
- Pick Activities – What will people do at your event?
- Set Up Event on Platform(s): \_\_\_\_\_
- Send Out Invites
- Gather Materials (See below)
- Create Backup Plans and Identify Emergency Contacts

## **Materials Checklist:**

