

FOSSIL FREE STARTER PACK

Feeling inspired by [Rise for Climate](#) and others' actions for a Fossil Free world? Do you want to help your community go Fossil Free? **Hosting a Fossil Free event** is the first step! This guide makes it simple to get started.

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1st - Set a date, time and place

Set a goal for how many people you want to attend your gathering. There's no ideal size - it depends on how many people you can host, and how many you think you can invite.

Pick a place that is easy and accessible for that number of people to gather - is it 8 people around your kitchen table, or a community centre hall that can host 60?

Pick a time and date. Give yourself at least 3 weeks from today to invite people, and prepare the event. Should you meet on a weekday or the weekend? In the daytime or the evening?

Here are some [videos](#) to share during your gathering - a video and a [presentation slidedeck](#). Ideally, your gathering space should have screen, and speakers for audio. If that's not possible it's OK - the materials can be downloaded in advance or even printed out to share, if that's what works best for you.

Once you've chosen a date, time and place, it's time to make it official!

1. Register your event on the [Fossil Free map by filling out this form](#) - registering your gathering here makes it easy for 350.org to support you.
2. If you use Facebook, make a Facebook event! If you use another social media platform, use those tools to promote your event and invite friends to come along.

2nd - Get clear on your goals

Shared goals for everyone at the event...

Here is an example description of the purpose of the Fossil Free gatherings. You might like to adapt it to invite people to come!

Hundreds of groups all over the world are taking responsibility for helping their local community to go Fossil Free.

It's time for a group in {our town/institution's name} to join in - let's get organized!

While solutions such as renewable energy are stronger than ever, climate change science is looking increasingly bleak. Extreme weather seems to be on the news every day. <add a local climate impact or fossil fuel threat, if relevant.>

This gathering is for you if you don't want to just sit idly by while the problem gets out of control. Join us if you want to do something about it, together.

*At the gathering, we will introduce the global Fossil Free campaign - which aims to create a just energy transformation from the ground up. Town by town, Fossil Free aims to **stop the expansion of fossil fuels by 2020** and accelerate the transition to 100% renewable energy for all. And we'll figure out what role {our town/university/city/institution} could play.*

*We will learn what support is available to help groups like ours become effective at making change, and we will explore whether there is **enough commitment and interest between us, to take action together**, leading a campaign to get {our town/ university/city/institution} to go Fossil Free over the coming months and years."*

Your goals as an organiser...

As the event host, you should try to make sure these 2 outcomes are achieved by the end of your first Fossil Free event:

1. **Get enthusiastic commitment - and contact details - from at least 3 people** to work together to plan and start a Fossil Free campaign project in your area.
2. **Set the next date(s) for that committed group to come together**, to walk through a process of co-creating your campaign project. The Fossil Free team at 350.org will provide step-by-step guides to support you to develop an impactful, empowering project.

You may have other desired outcomes for this gathering. Write those down too.

3rd - Make a list of people & invite them

You can't have a 'gathering' without people, so pay careful attention to recruitment.

Checklist -

- ☐ **Put together a list of people** that you want to attend your gathering. The gathering is an ideal moment to invite neighbours who might not know very much about climate change, but who are active in the community. Keep going until you have a list of names that has twice as many people as your attendance goal!
- ☐ **Write an invitation** - something to send by email to friends and family, or even something on paper to hand to neighbours at their doors!
- ☐ **Invite people!** Use whatever channels make the most sense for you - email, Facebook, or another social media platform - but don't forget to **reach out by private message, by phone, and speak with people face-to-face**. People who use social media get lots of 'digital' invitations every day - but a personal invite can really cut through the noise, to let people know you really want **them** there.
- ☐ **Use your host tools!** When you [register your event](#), you'll receive a confirmation email with a link to your host tools. This makes it easy to edit your event, share your event by email, or find the link to share by social media. You can also find a list of people who have registered online to follow up with.
- ☐ **Your event will appear on the map at [GoFossilFree.org](#)**, and we will send an invitation to any 350.org supporters who live close to you, unless you've set your event Visibility as 'private' in your host tools. You shouldn't rely on 350.org to recruit people to your event, but you will get a notification if anyone replies from 350.org's outreach.



Communicate with people who say they will come! A few days before, send a personal message to remind them how to get to the event, what need to bring, and what you hope to achieve together.

4th - Make a detailed plan, and invite others to help

Adapt the resources below to fit your needs and experience. We suggest a 90 minute agenda, as below, for your gathering. You'll know best how to tailor the timeline and agenda to fit your community's culture and context. Make sure there is enough time to cover the content and achieve your goals, while also keeping the event efficient so people feel able to fit it into their busy lives.

You might invite people to socialise over some snacks, before or after the main agenda. Whatever start and end times you set as expectations, be sure to stick to it. You want people's first experience of your campaign group to be positive, and by demonstrating respect for people's time, you will motivate people to keep working with you.

Sample gathering agenda

Total time (90 mins)	Activity
10 mins	Welcome! <ul style="list-style-type: none">• Thank people for coming!• Review this goals and agenda for the gathering so that people know what to expect• Identify someone to be note-taker• Logistics - let people know where the bathrooms are, anything else they need to feel comfortable.
20 mins	Introductions - sharing circle! Go around the circle and share:

	<ul style="list-style-type: none"> - your name and something about yourself - why you were interested to come today - what you hope to get out of the gathering - Finish this sentence: "climate change makes me feel..."
20 mins	<p>What is the Fossil Free campaign? What support will be provided? Introduce these two resources and watch them as a group:</p> <ol style="list-style-type: none"> 1. Videos explaining the strategy behind Fossil Free. 2. A slideshow summary of the support and resources available to help your group be effective. <p><i>If you won't have internet access during your gathering, print these out or download in advance.</i></p>
10 mins	<p>Next steps - Make sure your note-taker records these!</p> <ul style="list-style-type: none"> • Go around to hear what commitment each person can make. Do they want to be involved? What could they volunteer for in the next few weeks? • Set a time for your campaign planning session(s)!
10 mins	<p>Optional (leave this out if you don't have enough time): Brainstorming possible local campaign targets!</p> <p>Remember: in a brainstorm, no idea is a bad idea. The purpose is just to generate options - at a future session with more time, you can discuss to figure out which of these you might choose to focus on!</p>
10 mins	<p>Wrap up: Fill in the event report-back form! (Next page)</p>
10 mins	<p>Meeting debrief & closing circle:</p> <ul style="list-style-type: none"> • Go around and share one thing you liked about the meeting, and one thing that could be improved for next time. • Go around a second time and share one word that describes how you are feeling about what was achieved at this gathering.

Organizing tasks you could delegate

Asking others to help the event be a success is a great idea because:

1. It means you don't have to do all the work yourself! Remember: resolving the climate crisis and building stronger communities has to be a team effort.
2. More people feel a responsibility to make the event a success - everyone feels like they have some 'ownership' of the group.
3. People are more likely to show up, and not to 'flake' at the last moment, if they know that the event's success relies on them!
4. It's a way for you to figure out who you can rely on to get important organizing work done, and who you might want to work more closely with as your group moves forward!

Here are some tasks you could ask people to take on:

- ☐ **Recruit another 2 friends** to come along to the gathering.
- ☐ **Share transport** - match up people who live near each other to travel to the gathering together by carpooling, catching public transport, or cycling/walking together.
- ☐ **Bring some snacks or a drink** to share
- ☐ **Bring stationery** - a whiteboard, or some flip-chart paper and markers to write up the agenda on.
- ☐ **Bring technology** - a laptop, speakers and/or projector to screen the Fossil Free film and set up the 'tech'.
- ☐ **Lead the group in a 'welcome', 'warmup' or team-building activity.**
[We have lots of ideas here!](#)
- ☐ **Lead the debrief** at the end of the gathering
- ☐ **Record the outcomes** from your meeting on the event reflections form. This person should listen to the discussion throughout the meeting, and when the meeting starts wrapping up, should remind the host of any key outcomes that haven't yet been achieved.
- ☐ **Meet and greet people as they arrive** while you are getting set up to host the event - ask where they are from, how they know each other.
- ☐ **Have a 1-1 meeting with you in advance, to help prepare** the facilitation or present discussion content.

Event reflections form

Fossil Free organisers will contact you after your gathering to ask how things went and offer you support for your group's next steps. Use this form to record your answers during, or right after, your gathering.

Location, town & country:

Date and time:

How many people attended?

If your group has a name, what is it?

Checklist

Take a group photo or short video! Include where you are from.	<input type="checkbox"/>	Share with the group on social media (tag with #fossilfree) or by email. Also send to community@GoFossilFree.org so we can share stories from all over the world!
Have you shared the notes taken with everyone who attended?	<input type="checkbox"/>	This is important so that everyone remembers what the group agreed upon and can easily follow up.
Do you feel like the group understands what the Fossil Free campaign is about, and are they excited to work on it?	Yes No	Notes...
Goal 1: motivate at least 3 people to commit to working together over the coming months, to plan and run a local Fossil Free campaign. Did you achieve this goal?	Yes No	Use the contact sheet on the next page to get names and contact details. Any extra notes?
Goal 2: set a date and place for your first campaign visioning session together. Did you achieve this goal?	Yes No	How many people are already committed to come to your next session? Any extra notes?
If you set any other goals, did you achieve them?	Yes No	Notes...
What do you expect your greatest challenge will be as your campaign group moves forward?		

Sign up to our mailing list

Name	Location	Email	Phone number	Coming to next session?
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You will receive campaign updates from 350.org, the Fossil Free campaign, and this local Fossil Free group.
 You can unsubscribe at any time. 350.org's privacy policy is available at 350.org/privacy