



PRE/DURING/POST ACTION CHECKLIST

➤ Use this information to guide your tactical nonviolent action planning & create a plan. Remember, no one action is the same as another, but there will definitely be similarities in what your To-Do lists look like from action to action.

➤ Some things will happen once, and some things will happen more than once or need revisiting as new information surfaces or opportunities arise. Action planning is not always linear!

➤ Some things do have to happen in a certain order (e.g: you have to invite people to a meeting BEFORE you have them show up at the meeting) but some do not (eg: doesn't matter when you buy snacks or drinks for the meeting.)

PRE-ACTION	DURING ACTION	POST-ACTION
<p>Strategic Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Know your overall mission, vision & values <input type="checkbox"/> Know your goals <input type="checkbox"/> Know the history <input type="checkbox"/> Set objectives for the specific action <input type="checkbox"/> Find allies <input type="checkbox"/> Identify the opportunity <input type="checkbox"/> Assess Your resources <input type="checkbox"/> ID points of intervention <p>Action Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop action demands <input type="checkbox"/> ID your target(s) <input type="checkbox"/> ID location & scout it <input type="checkbox"/> ID the tone <input type="checkbox"/> Develop messages <input type="checkbox"/> Internal comms plan <input type="checkbox"/> Media plan <input type="checkbox"/> Recruitment <input type="checkbox"/> Legal research and support <input type="checkbox"/> Create visuals/audio <input type="checkbox"/> Choreography <input type="checkbox"/> Practice & training <input type="checkbox"/> Fundraise <input type="checkbox"/> Identify & assign roles <input type="checkbox"/> ID closing options <input type="checkbox"/> Write up soundbites <input type="checkbox"/> Chants/songs <input type="checkbox"/> Personal prep <input type="checkbox"/> Secure permit? 	<p>Outreach</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leafletters <input type="checkbox"/> Absorption: Sign-up plan <p>Logistics/Leadership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manage props, tech, sound system <input type="checkbox"/> Transportation <input type="checkbox"/> Manage/coordinate teams <input type="checkbox"/> Execute media plan <input type="checkbox"/> Tactical decision-making team <p>Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Radios, phones, text loops <input type="checkbox"/> Bullhorns/sound system <input type="checkbox"/> Runners/ scouts/bicyclers <input type="checkbox"/> Visuals <p>Support Structures/Roles</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal observers <input type="checkbox"/> Lawyers: offsite <input type="checkbox"/> Jail support <input type="checkbox"/> Medics/Healers <input type="checkbox"/> CareBears/Nurturers <input type="checkbox"/> Police Liaison <input type="checkbox"/> Media Liaison <input type="checkbox"/> Social Media <input type="checkbox"/> Media/Documentation <input type="checkbox"/> Marshalls/Traffic <input type="checkbox"/> Peacekeepers <input type="checkbox"/> Chant/Song leaders <input type="checkbox"/> Risk takers <input type="checkbox"/> Accessibility <input type="checkbox"/> Interpretation <input type="checkbox"/> Stage Manager, MC <input type="checkbox"/> Garbologist/Clean Up 	<p>Group Support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Absorption: Follow up contact <input type="checkbox"/> Debrief <input type="checkbox"/> Health & Healing <input type="checkbox"/> Celebration <input type="checkbox"/> Appreciations <p>Strategic Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluation/ Assessment <input type="checkbox"/> Campaign next steps <input type="checkbox"/> Integrate learnings <p>Logistics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean up <input type="checkbox"/> ID next steps <input type="checkbox"/> Legal and court support <input type="checkbox"/> Fundraise <input type="checkbox"/> Contact media <input type="checkbox"/> Post stories/videos/ etc.



About GOALS: What are we trying to accomplish – concrete, tangible, winnable? What does victory or the headline look like?

Think SMART Goals: Specific, Measurable, Achievable, Realistic, Timely. Consider goals in three categories: Internal (How will this action help you build your group's capacity?) External (How will this action directly impact reaching our goal?) or Network (eg: How could this action help forge alliances?)

Know the history and do your research: What has your group (or other groups) done before to address the issue? Can you build on this history? Who are your existing allies in this work? Why now? What is the action opportunity? Will the action *activate passive allies*, win over currently on-the-fence *potential allies*, and isolate our opposition? Which specific groups in the spectrum of allies do we want to prioritize? How will this action do that?

Assess your resources: What skills/knowledge/access to resources does your group have? How many people will participate? How much time do you have?

About Target(s): *Primary Target:* Who has the power to decide? Who can give you what you want? Who are we trying to impact/move, what is the strategic reason for it/them? *Secondary Targets:* Who can help you pressure that decision-maker? Are there other audiences besides the target?

About locations: What are your [points of intervention](#)—the places (physical/metaphysical) where you could find or impact your target or frame a message? Consider: *Points of production* (a workplace), *destruction* (a clear cut), *consumption* (a store), *decision* (statehouse), *assumption* (where dominant beliefs or narratives are embodied), or *opportunity* (when a public figure comes to your town). Scout for specifics, legality, etc.

Develop action demands & messaging: What are the messages for your primary target? Secondary target? Audience? (If different from your targets.) What is the story? How do you make complicated issues understandable? The message should reflect the tone & clearly communicate your demands. Develop media strategy—how will the action be covered, and by who?

Decide the tone: What will the action feel like? Will the action be jubilant, angry, solemn, or calm? How will the tone impact the target and audience? Do you want to invite or repel them? How will the tone impact your group?

Create visuals and audio: What will your action look and sound like? What imagery do you need to create? How will you amplify your voices and sound? How will the visuals and audio support your tone and convey your demands?

Train, practice and coordinate before the action: How will the message/story be told – visuals, words, chants, props, takeaways, and signs? Scenario plan should include beginning, middle, end.

Focus on goals/objectives: Minimize unnecessary risk/waste of resources. If you can accomplish your goal with phone calls, don't risk arrest!