Drinks and Dialogue TOOL KIT
Source: Pat Landes, LWV Peoria

1. Confirmation email to speaker
2. Press release (may also be used for Voter)
3. Check list for meeting
4. Suggested comments during meeting
5. Follow up after
6. Calendar of topics

1. Confirmation email to speaker – may need adjusted

Thank you again for taking time to meet with me and discuss the new program being launched by the LWV_____ (League of Women Voters of _______), Drinks & Dialogue.

We’re pleased to have you open the dialogue for our meeting on
_____________ (DATE/TIME) ________ at ___(LOCATION)____ for the topic of
_________ (TOPIC DETAILS)_____.
As I explained the format, you will open the dialogue with up to 10 minutes of comments, followed by a dialogue of questions, opinions, ideas, and solutions from those present. A LWV-(LOCAL LEAGUE CHAPTER)______________ member will help facilitate the discussion. A copy of the press release to be distributed this week is attached for your review.

In addition, please find attached the League’s position on ___(TOPIC)___. The summary of our position will be mentioned during the dialogue. Please contact me (E-MAIL or PHONE #) with any questions or comments. We look forward to hearing from you.

2. Press release (may also be used for Voter), need to adjust future topics as needed

PRESS RELEASE
_____________ is the discussion topic for Drinks & Dialogue, a new program launched by the League of Women Voters of_________. The public is invited to participate in the dialogue, ____ DATE/TIME/LOCATION _____. There is not a cost to participate, and refreshments are available for purchase.

The dialogue will be opened with comments from ____________, ____________, and facilitated by League members. Drinks & Dialogue provides an opportunity for people to share opinions and ideas, ask questions, and become more aware of local, state, and national issues and the options for making change. Drinks & Dialogue will be offered monthly, DATE/TIME/LOCATION. Future topics include income inequality, alternatives to imprisonment, common core standards, recycling, campaign finance reform, voting rights, and quality of urban life.

The League is a non-partisan, issues oriented, volunteer, member-directed organization committed to open, responsive, and effective government brought about by informed, involved citizens with membership open to both men and women in _____________ counties. For more information, go to www.lwvgp.org.

Inquires may be directed to CONTACT NAME, E-MAIL, PHONE.
3. Checklist for meeting

CHECK LIST FOR DRINKS & DIALOGUE

____ Secure speaker
   Email________________________________ Phone_____________
   Name & preferred title_____________________________________

____ Research and identify League position
   ____ Print out 3 table cards with position

____ Confirm date, time, topic, format, position by email with speaker, ask for very brief bio

____ Article for Voter

____ Press release

____ Assemble supplies for event
   ____ Cup w/ink pens
   ____ Small cards for names & emails
   ____ Jar for completed cards
   ____ Basket
   ____ Membership brochures
   ____ Calendars
   ____ Sign & stanchion
   ____ Name tags
   ____ Script for welcome
   ____ Table signs w/position on topic

____ Event (arrange for someone to take photos)
   ____ Arrive @ 5
   ____ Set out supplies
   ____ Start on time (shut door going into bar if noisy)
   ____ Welcome – 2 minutes
   ____ Take photos
   ____ Opening comments (from speaker) – 10 minutes
   ____ Closing comments, thank you – 5 minutes (6:25)

____ Thank you note to speaker

____ Send photos to all attendees, Voter (paper & electronic), Facebook, speaker,
   LWVGP President

____ Follow up with all guest attendees

____ Follow up with study, action
4. Suggested comments during the meeting

DRINKS & DIALOGUE

✓ Welcome
✓ LWV = unique,
   o issues oriented, member-directed, organization
   o committed to open, responsive, effective government
   o brought about by informed, involved citizens.
✓ We are non-partisan (don’t support/oppose candidates or political parties), but political. We act on governmental issues with positions that have been reached by careful study and member agreement.
✓ Business
   o Renew or join
   o Fill out card
✓ Why Drinks & Dialogue?
   o Opportunity for respectful dialogue on topics of local, state, or national importance
   o Share knowledge, opinions, ideas, solutions
   o Become more informed to take action steps
✓ Typical ground rules
   o Take turns
   o Be respectful
   o Remember to listen, not just speak
✓ And before we start, this is a new program, and we would welcome your feedback on how to improve. And please note that opinions and comments made by everyone tonight may not represent the League’s position. This is your discussion, not the League’s.
✓ We’ll start off with some opening comments this evening from ______________, ________________, followed by group dialogue.

(During discussion, identify the League position)

At 6:25 pm:

✓ Thank the speaker
✓ Thank the participants
✓ Thank the guests, remind to pick up membership brochure

(Depending on discussion characteristics) offer opportunity for study.

Remind everyone to take action, whatever form that action may take.
5. **Follow up**

- Send photographs via email to all attendees
- Send photos to Laurie for Face Book
- Send emails to non-members asking them again to join. Attach membership brochure and calendar
- Follow up with welcome email to any members joining that evening
- 2 weeks out send another email to guests w/ League position attachment and reminder of the next general membership and Drinks & Dialogue meetings
6. **Calendar of Drinks & Dialogue: Sample calendar from LWV- Greater Peoria**

LWVG 2014/15 Calendar

- General membership (GM) meetings, 1st Thursday, 6:30 pm, locations vary *
- Drinks & Dialogue (D&D), 3rd Wednesday, 5:30 pm at Kellehers, 618 SW Water, Peoria

- Aug. 20 – Immigration Crisis (D & D)
- Sept. 4 – Regional Storm Water Utility (GM)
  Note location is District 150 Board Room, 3202 N. Wisconsin, Peoria
- Sept. 17 – The City and the Water Company (D&D)
- Oct. 2 – How Citizens Can Affect Change (GM)
- Oct. 15 – What Happened to the Voting Rights Act? (D&D)
- Nov. 4 – Election Day
- Nov. 6 – Criminal Justice (GM)
- Nov. 19 – Missed Opportunities to Improve Quality of Urban Life (D&D)
- Dec. – No meetings
- Jan. 8 – LWVIL positions (GM)
- Jan. 21 – Citizens United & Campaign Finance (D&D)
- Feb. 5 – Coal Plants & Carbon Exchanges (G&M)
- Feb. 18 – Can We Do More on Recycling? (D&D)
- Feb. 25 – Primary Election Day
- Mar. 5 – Open Primaries (GM)
- Mar. 18 – Common Core Standards (D&D)
- Apr. 2 – Dinner meeting w/speaker, topic tba
- Apr. 7 – Election Day
- Apr. 15 – Alternatives to imprisonment (D&D)
- May 7 – Annual Business Meeting (GM)
- May 20 – Income Inequality (D&D)
- Jun. 6 – LWVIL Convention

Plus committee, Board, and special interest meetings.

*Always check THE VOTER or www.lwvgp.org for updated information.*

Note topics could change due to speaker availability.