...host a speaker on campus or in your community

First, get in touch with the GCE-US team to see if there are speaker tours going on or if they can recommend a good speaker to present. But also think about who inspires you on this issue. Never hurts to ask.

Create a budget for your event. Do you have funds to bring a speaker in or should he/she be local? Will you have food? This will help determine if you need to seek outside funds from your school’s activity funds if they are available or other community outlets.

Confirm the speaker and the space. Most of the timing of your event, unless you are using a specific day of significance (e.g. International Day of the Girl, Day of the African Child) will be dictated by your speaker’s availability so make sure you have a space for your speaker to speak in and a speaker for your space.

Arrange additional meetings for your speaker, if they have the time, to make good use of his/her time and to help advertise your bigger event. A good place to start is Professors who teach classes in related topics.

Advertise. You can put up posters, chalk your campus or community, email other community or campus organizations, email professors or heads of departments, make a facebook event, ask your team members to make announcements in their classes or places of work, hand out ¼ sheet flyers, tweet the details “at” various organizations, and so much more.

Note: If you are a student, consider opening your event to the wider community. For example, you can have a student-only dinner with the speaker from 6-8 and then a public forum with your speaker at 8pm.

If you are not a student, consider coordinating your event with the local schools (university, secondary, or elementary schools.)

Host the event with a discussion on how to take action. Collect information on a sign-in sheet from the attendees so that you can follow up with them. These events are meant to inform the public and build into more actions. Have an immediate action item for attendees to follow up with. Invite them to a legislative visit that week, or have them call their members of Congress directly following the event.

Let us know how it went! Email GCE-US at info@gce-us.org