

Tasks for Logistics Lead at an Action:

- Connect with the Actions Coordinator, make sure you understand the action plan and its logistical needs.
- Create a list of materials you will need for the action
 - Will people need to be wearing anything specific, as part of the action?
 - Will you have signs? If so, do they need to be created or do they currently exist?
 - Will you have art? Will you need to schedule an art build?
 - Will you need a microphone or megaphone?
 - Will you need fliers? Will you need song sheets? Other printing?
 - Will you need swag?
 - Think of any miscellaneous specific items you will need, that might not be listed here
- Make plans to acquire any materials. Connect with fundraising leads as needed.
- Connect with any logistics team who may be supporting you. Delegate tasks of booking any art builds, or tracking down materials.
- Make sure you know:
 - What day is the action happening?
 - What time?
 - Roughly how many people are you expecting to show up?
- Recruit any necessary people (likely w/actions coordinator or comms lead) to fill logistics roles
 - For a large action, set up a facebook event, (have someone) create any necessary google forms, communicate with your networks.
 - For a small action, emails, post on the private FB communications, reach out to people individually
- Figure out where the group(s) will meet the day of an action!
 - Are you marching to your location? If so, how far?
 - Find somewhere that allows for some privacy, if possible
 - Double check that everyone has the required materials that they need!
- ****Continually communicate with the Actions Coordinator****