

# How to Hold a Parking Lot Meeting

Gathering before or after work for a quick meeting is a proven way to educate your co-workers and build unity to make your union stronger. Here's seven tips to help you be successful:

- 1) **Don't try to do this alone!** Work with a few of your friends and hopefully the steward to make a plan.
- 2) **Focus on only one or two issues** that are of concern to members right now. Plan to keep the meeting short and to the point.
- 3) **Recruit one or two other members** to be speakers—make sure you pick people from different groups and perspectives. Think about what would attract a wide variety of members, not just the usual suspects.
- 4) **Turn out members** with texts, emails and phone calls. Do it twice: the day *before* and a reminder on the day of your event.
- 5) **Take attendance.** Collect everyone's email and cell phone info.
- 6) **No one should leave empty handed.** Have something about the issue(s) to give to everyone who attends the meeting.
- 7) **What worked well? What could have been done better?** Have a meeting immediately afterwards to evaluate and plan your next steps!