

DEFEND THE CONSTITUTION

Through community action

ROOM PREP

*Note that organizing on a remote platform like Zoom is an option

Staff Suggestions

- A moderator/ timekeeper
- A recording technology

Space Suggestions:

- Reserve a room at the library
- Reserve a room at your local community center
- Reserve a room at your church
- Reserve a room at a local school
- Reserve a time at a park

Material List:

- Recording Device (see the AV page for more information)
- Table(s)
- Chairs
- Access to bathroom
- [Roberts Rules of Order](#) is an effective tool for conducting meetings.
- The audience with this URL can submit comments.

Prepare an agenda with the following items.

- Call the meeting to order
- Announce that you're starting the recording
- Provide a brief explanation of what a Civil Society Field Hearing is

Prepare a witness list with names and affiliation, ground rules, and starter questions for the witnesses.

- ☐ Have a time-keeping method.
- ☐ A Flag
- ☐ A Card that says Time

Below are photos of room arrangements for hearings, two in the field and one on Capitol Hill.

