

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.

4. Suggested comments during the meeting

DRINKS & DIALOGUE

- ✓ Welcome
- ✓ LWV = unique,
 - issues oriented, member-directed, organization
 - committed to open, responsive, effective government
 - 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
 - Renew or join
 - Fill out card
- ✓ Why Drinks & Dialogue?
 - Opportunity for respectful dialogue on topics of local, state, or national importance
 - Share knowledge, opinions, ideas, solutions
 - Become more informed to take action steps
- ✓ Typical ground rules
 - Take turns
 - Be respectful
 - 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



LWVGP 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
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- 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.lwvvp.org for updated
information.

*Note topics could change due to
speaker availability.*