



## STEP 2 – SETUP ORGANIZING MEETING

Subsequent to identifying and contacting individuals that can assist, the next step would be to set up a meeting, either in-person, virtual or hybrid. This meeting should take place as soon as possible to ensure best planning practices. The below checklist should be determined during the meeting to support the noted considerations;

- Theme/Motivation (Ex: Support Bargaining Team, Return to Office Mandate)

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- Location of Event (If permit is required, seek assistance from your regional PSAC office)

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- Type of event (Ex: Info-picket or plant gate is where a flyer is distributed to members, rally, training session, etc.)

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- Date & Time (Backup in case of extreme weather)

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- Food, Refreshments and first-aid kit (water, granola bars, etc.)

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- Speakers at the event, if applicable and if so, who and how many.

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Subsequently the following checklists can be utilized to help develop a concise plan.



## STEP 4 – EVENT PROMOTION

Identify resources that can assist in promoting and covering the event. Ex; Creating a Facebook Event, X, Bluesky, email distribution lists, printing and distributing posters, etc. For media engagement, please liaise with your RVP and the USJE Communications Team.

Source	Contact Information/Method	Person responsible for implementation	Completed

**\*Note that local members should liaise with their RVP and the USJE Communications Team when it comes to dealing with the media USJE can assist in providing clear messaging prior to the event and to ensure our members are protecting our members’ rights to speak out.**

PSAC and USJE may also be able to provide additional items for your events such as leaflets, flags, megaphone, stickers, first aid kit, ponchos, noise makers, face masks, hand sanitizer, etc.

**All USJE Locals should consider having the following items on hand for events – USJE Event Kit:**

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Flags (USJE/PSAC)</li> <li><input type="checkbox"/> Pamphlets</li> <li><input type="checkbox"/> Stickers</li> <li><input type="checkbox"/> First aid kit</li> <li><input type="checkbox"/> Rain Ponchos</li> <li><input type="checkbox"/> Kleenex</li> <li><input type="checkbox"/> Sanitizer</li> <li><input type="checkbox"/> Masks</li> <li><input type="checkbox"/> Hand Warmers</li> <li><input type="checkbox"/> Placards (Prewritten and blank)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Markers</li> <li><input type="checkbox"/> Banner</li> <li><input type="checkbox"/> USJE Local Banner</li> <li><input type="checkbox"/> Portable toilet</li> <li><input type="checkbox"/> Lawn chairs</li> <li><input type="checkbox"/> Task list (accommodations)</li> <li><input type="checkbox"/> Cell phone chargers</li> <li><input type="checkbox"/> Garbage Bags</li> <li><input type="checkbox"/> Food and drink items</li> <li><input type="checkbox"/> Tent</li> </ul> |
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- Signs
- List of strike and picket captains and schedule (posted)
- Schedule and sign in of members' book
- Document to hand out to cars on roadside (i.e., where to park, warming station, bathroom facilities, restaurants, union strike and picket captain contact information)
- Tables
- Small SWAG items (Buttons, Frisbees, Lanyards, Notebooks, Scarves, Hats....)
- Blue tooth speaker for music (Solidarity songs, music)
- Dry Bins (Plastic Totes or accessible rolling cart) (Preferably 2 – Can use for storage, ice, or garbage collection)

**Check with PSAC Regional office and USJE for any items that are already available for the event.**

Item	Source/Location	Person responsible for retrieving	Completed

Budget (This represents the catch all for items to assist. Ex. Coolers, BBQ(s), utensils, napkins, lawn chairs, containers for food) Reminder – Keep it within Budget (Let your Team know the \$\$ Limit)

Item	Cost?	Person Responsible	Completed

## **STEP 5 – DAY OF THE EVENT**

A schedule should be created, detailing the unfolding of the event such as length, time and speakers if applicable

<b>Time</b>	<b>Task</b>	<b>Person(s) Responsible</b>	<b>Completed</b>

\* sending a reminder to members the day before and/or the day of the event is strongly recommended

**Photos and videos of the event should be sent to the USJE Communications Team using WETransfer (this tool will retain the high quality of the images and videos). <https://usjesesj.wetransfer.com/>**

**If you are not able to download onto WeTransfer, let your RVP know, so they can assist.**

## **STEP 6 – HEALTH AND SAFETY AND ACCOMMODATIONS**

It is important to ensure the health and safety of all who are involved with these events. Ensure you are keeping safety in mind when planning and conducting any of these events. Know your surroundings, (Ex.: Traffic, construction, bike lanes, sidewalks etc.). Provide necessary accommodations (chairs, taxi services, etc.) to those who require accommodations.

Having alternate tasks for members who require accommodations is important. (Suggested tasks: Sign in/out sheets, make calls, keep track of events/items. For those who are mobile, assign ‘runners’ for food and supplies.

[https://psacunion.ca/sites/psac/files/psac\\_strike\\_manual\\_e.pdf](https://psacunion.ca/sites/psac/files/psac_strike_manual_e.pdf)

Be respectful and inclusive. Ensure that the event adheres to the [anti-discrimination and anti-harassment policy of the PSAC](#).

## STEP 7 – CHANTS & MUSIC

1. You can stream various union playlists (example: [CUPW Strike Solidarity Playlist](#)) on your favourite music application and use examples of the following chants:

The workers, united, will never be defeated!

2. When I say Union, You say Power!

UNION (Leader)  
POWER (Response)

UNION (Leader)  
POWER (Response)

3. HEY HEY, HO HO  
THE 3-DAY MANDATE HAS TO GO!

4. WHAT DO WE WANT? (Leader)  
RESPECT (Response)

WHEN DO WE WANT IT?! (Leader)  
NOW! (Response)

5. Everywhere we go (Leader)  
(Everywhere we go) (Response)

People wanna know  
(People wanna know)

Who we are  
(Who we are)

So we tell them  
(So we tell them)

We are the union  
(We are the union)

The mighty mighty union  
(The mighty mighty union)

Fighting for justice  
(Fighting for justice)

Fighting for respect

(Fighting for respect)

6. "1-2-3-4, we won't take it anymore! 5-6-7-8, come on, XXXX, negotiate!"