



TSA Recruitment Events in 3 Easy Steps

1 Get Your Local Event Ready

- A. Plan Your Event (Date/Time/Location)
- B. Contact (Sandy.Weaver@afge.org) to email and text all potential members on personal cell/email
- C. Fill out the Event Flyer
- D. Reserve your room

2 Planning

Plan Your Event

Select date and time for Lunch and Learn

- Gather a list of topics from phone banking/blitz
- Assess each topic to choose which one is the most pressing and choose 1-2 topics to discuss during first meeting

Create an Agenda

- Includes introductions
- Issues/concerns
- Q&A
- Follow-ups
- Tasks

Contact MOD for assistance

3 Hold the Event

- 1) Promote Event two weeks in advance
- 2) Set up Computer/projector to Present PowerPoint Presentation
- 3) Set up Sign-up area at front of room
- 4) Bring local members to sign up new members on **1158s** during the meeting

