**TACTIC SHEET
(instruction sheet)**

for

**MEETINGS AND PRESENTATIONS
to build the Community Education and Mobilization Campaign**

**for the 2030 Sustainable Development Goals**

By holding a presentation, discussion, or staff meeting about the 2030 Goals you can engage your constituency in determining ways your organization can both promote the Goals through the day-to-day activity of the organization and strengthen the work you already do through promoting the Goals.

**Getting Started**

Engaging your staff and community around the 2030 Goals always brings up a lively discussion on how to achieve these Goals and what the goals mean for us in the US.

This worksheet will help you get started and give you ideas of how your organization, school, house of worship or institution can promote and work toward these goals.

**Step 1:** Determine a venue for the meeting at your workplace, school, place of worship or a venue in the community such as a public library or community center with a meeting room.

**Step 2:** Pick a time and date for the event. Work with other colleagues to pick a date and time that most people are available – e.g. lunch time, as an agenda on a staff meetings, a Saturday afternoon, Sunday evening, and hour right after work, during a class period, etc. Allow enough advance time to insure your publicity can reach the majority of the people in you constituency for example, consistent with any regular schedule of meetings and their agendas.

**Step 3:** Prepare a short phone narrative for you and/or your staff/volunteers to use to call others in the organization/group about the meeting and to begin organizing a discussion of the SDGs. We suggest contacting other department heads, the Executive Director, colleagues, volunteers, supporters who will be interested, to get them all on board to attend the presentation.

**Step 4:**Download the Meeting Flyer template from our website to update with the details of your event. Distribute copies at meetings or other assemblies in the week(s) prior to your presentation. We recommend use of printed copies – not just e-mail distribution – something people can post for others to see and be invited to attend.

**Step 5:** Prepare the presentation by using the SDG PRESENTATION OUTLINE in this Tool Kit, and downloading the SDG Presentation PowerPoint that CVSA has prepared for your use (call CVSA at 323-933-2872 and we will e-mail it to you).

**Step 6:** At the session, use the SDG Narrative and PowerPoint to guide the discussion. Determine the goal of your presentation in advance: will it be solely educational? Or will it be to determine a course of action to continue promoting the SDGs?

Bring to the meeting a copy of the *“Transforming Our World: The 2030 Sustainable Development Agenda”* (included in the CVSA SDG Tool Kit, or download it from <https://sustainabledevelopment.un.org/post2015/transformingourworld/publication>) and a copy of the last two editions of CVSA’s newsletter *Items,* which contain more information about the SDGs and the Community Education Campaign for your reference as needed.

**Let us know how it goes!**