Choose one request

You host this gathering under your own group's name. Gather two or three people, choose a change and write down who can say yes.

Our group and a public contact

What should change, where and by when?

Which office, person or business can make that decision?

What public record or first-hand example supports the request?

Our event date, start and end times, and meeting place

Our indoor option or weather update link

Example requests

To government Ask the transit board to publish a plan for an evening bus on the route shift workers use.

To a business Ask a retailer to publish the cost and availability of spare parts for the appliances it sells.

Choose how you will know

A reply, a meeting and a promise are three different results. Pick one checkpoint you can share with everyone who comes.

Set the date and share it

Leave three or four weeks when you can. If you have less time, keep the gathering small enough for your team to host well.

3–4 weeks out	Choose a place where you can gather lawfully. Check local notice deadlines and venue permission before announcing it. Ask about sound, seating and step-free access.
2 weeks out	Invite people one to one. Ask students or coworkers to share your invitation. If their institution will host, get permission to use its name and logo.
1 week out	If it's safe, give local police about a week's notice. If time is short, aim for at least a day. Always meet any earlier legal deadline.
1–2 days out	Confirm the welcome team, forecast and access details. Post changes on the same Facebook or Instagram event page.
Afterward	Send the request, publish what happened and set a reply date. Set the next gathering monthly or every three months, according to what your team can sustain.

Keep the budget small

Make one reusable banner with your own name, logo and request. Borrow a stand. Price the supplies and print only the flyers you expect to use.

Item	Planned	Actual	Who has it?
Reusable banner or cloth			
Flyers and tape			
Access or venue costs			
Total			

Welcome people and listen

Two or three people can share these jobs. Assign names before the day and make sure everyone knows the finish time.

Who is doing what?

Host	Opens, shares the request and keeps time.
Welcome and access	Shows people where to sit, listen or leave.
Event contact	Posts updates and speaks with the venue.
Notes and delivery	Writes down agreed next steps and sends the request.

A 30-minute gathering

0–5 min	Welcome everyone. Read the one-sentence request. Show people how to participate or just listen.
5–17 min	Invite two or three short first-hand stories. Ask before writing down a name or taking a photo.
17–25 min	Read the request again. Agree who will deliver it, where the reply will appear and when you will check back.
25–30 min	Thank people, share the event page, clear the space and leave on time.

If tension rises

Pause. Ask people to give one another space. A calm host can repeat the purpose and offer to speak afterwards. Keep paths and entrances clear. If people feel unsafe, end the gathering and move to safety.

Follow the answer

Someone who joined for ten minutes should be able to find out what happened. Keep one public record and put the next update date on it.

Date the request was sent and the office that received it

Reply requested by / person who will follow up

What did the decision-maker actually agree to?

When will the promised work happen, and who is responsible?

What can the public check? Add a report, meeting record or project link.

When and where will we publish the next update?

Decide whether to meet again

What did we hear from people who came? What stopped someone from joining? What could we reuse? Keep a regular date only if someone can host it. A short online update also keeps a promise visible.

Public updates can say “No reply as of [date].” Publish a commitment as a commitment, then check later whether the work was done.