

## **DRAFT - Process for Scheduling Virtual Redistricting Basics Educational Presentations**

This information is intended to be a guide on how CRC staff will assist in scheduling educational presentations.

1. When someone reaches out to Commissioners or staff to schedule a speaker for an educational presentation, please direct them to the Speaker Request Form:  
<https://forms.gle/MvaEDiPLRww4KVxy8>
2. Staff will monitor speaker requests and will reach out to Commissioners representing respective Zones (or requested Commissioners) to share speaker request details and verify availability. If Commissioners have confirmed or scheduled a date and time with the community based organization, send relevant information in an email to Marcy Kaplan so she can consolidate information on the tracking spreadsheet.
3. Once Commissioner(s) has confirmed availability, Staff will:
  - A. Communicate to the community based organization when scheduling an educational presentation that the presentation is for educational purposes only and that the Commissioners will not take public comment on redistricting matters during this meeting. Staff will also discuss recording options and protocols for the various platforms.
  - B. Email requesting organization to confirm date and share requested bio/headshot, logo and/or other materials.
  - C. Send approved PowerPoint presentations (short or long) based on time allotted for the presentation, as well as links to our website and other informational materials available.
  - D. Create a calendar invite on CRC Events Calendar and invite Commissioners who will be speaking. Staff will note in subject whether it is a Public or Private event. Communications and Outreach staff all have access to this calendar.
4. After the Commissioner(s) completes the speaking engagement they should email staff (Marcy Kaplan) with any pertinent information (including number of attendees), recommendations on materials, or specific follow up from the event. Staff will follow up with requesting organization for copy of the recording or for other information as needed.

### **Glossary:**

- CRC Speaker Request Form: This is the form to provide to any organizations requesting a Commissioner to present: <https://forms.gle/MvaEDiPLRww4KVxy8>
- CRC Outreach Spreadsheet: This is a shared google spreadsheet where Commissioners will track outreach contacts. All Commissioners, Communications and Outreach staff will have access to this spreadsheet.
- CRC Events Calendar: Staff will create calendar invites for all speaking engagements and invite respective Commissioners who will be speaking at particular events. Calendar events will include all event details including links for speakers. Communications and Outreach staff have access to the full calendar.