



**giving
women
a seat
at the table
of power**

WAND25

for 25 years

**only
the
beginning**

NOW THAT YOU'RE HOSTING A PARTY... HOW SHOULD THE EVENT PROCEED?

SAMPLE TIMED AGENDA

For an event that lasts a total of 1-½ hours. See details on page 3.

10 minutes Meet and greet, be seated for dining

20 minutes Dining: Hostess or facilitator introduces everyone, including special guest (if any), outlines agenda and timing

Give notice that the conversation will be about a specific question (for example, why did you come to this event?)

45 minutes Arrange the guests quickly (choose a method: in a circle or in dyads or triads). (see instructions below) Hand out a document, if you have one.

15 minutes Report back and conclude.

You will note that this is tight! Someone needs to be responsible for moving it along.

And it works best if the event concludes while everyone is still in the room. If people are able to stay longer, that is fine, but we don't want to lose the magic of the group by a weak conclusion.



ASSIGNMENTS TO BE MADE FOR THE EVENT

Hostess or hostesses - greets and makes introductions

Facilitator - could be one of the hostesses, but should be rigorous about the desired outcomes.

Recorder - everyone will record what they can, but one person should be responsible for collecting the comments and recording if it is a small group.

Special guest - a WAND specialist, Will member, etc. (This will change the agenda; see guest agenda below.)

WAND25

Women's Action for New Directions Education Fund

WAND empowers women. To take political action. To change our culture and our national priorities: Toward peace and real security. Away from militarism and violence.

MATERIALS

Name tags - clearly written and LARGE

WAND material

Page with questions

Pens (WAND pens if possible)

Sign up sheet to be a WAND member, reactivated member

Clipboard.

Donation material

A visual

"DESIRED OUTCOMES" FOR YOUR EVENT

(This is unsaid, but should be your watchwords.)

A shared conversation that records how women are thinking and feeling about peace and security today.

A shared conversation that recognizes women's strengths, opportunities and value in the peace and security world.

An acknowledgement that WAND is the vehicle for activating women on peace and security.

Receiving activated members, new members, and donations to WAND.

OUR STATEMENT OF PURPOSE

To bring women together to discuss why it matters for women to speak out about peace and security.

To augment the ability of women to sit at the tables of power at all levels on issues of national security.

To share a collective reality of what we have done, and can do, as individuals and through WAND to enhance women at the tables of power on peace and security.

FOR YOUR INFORMATION: WHY WAND? WHY IS WAND DOING THIS?

WAND's anniversary of 25 years is historical.

- There is no other grassroots women's organization that focuses on Congress, elects women to Congress, and partners with organizations all over the country. This makes us diverse and unique.

WAND believes women have values and concerns that need to be represented and heard.

- Our motto "children ask the world of us" is as strong today as it was 25 years ago.
- Women are fierce protectors who value all human and environmental concerns.

WAND began as Women's Action for Nuclear Disarmament 25 years ago.

- Women became a powerful force that helped move an end to the arms race.
 - Women from living rooms to academia to government leaped into the debate and forged a movement.
 - The 1990s and the end of the Cold War drained women's voices from the grassroots arena, but women did not abandon the need for women in seats at the tables of power. From Madeleine Albright to women in government at all levels, and experts in all security fields, women grew in stature and number.
 - WAND continued to hone messages, strategically focus on Members of Congress, elect women to Congress (now 37!) and organize thousands of women legislators and women nationwide.
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HOW TO DO THE DISCUSSION AND AGENDA

Groupings and set-up

- One objective of these dinners is to allow everyone to talk and express herself. Asking them to talk with each other at dinner about the subject at hand will give them a chance to give voice to the issue and get ready for a lively discussion.
 - 20+ people will not allow for everyone to speak when the group convenes. Create dyads (groups of two), or triads (groups of three) if absolutely necessary.
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- Fewer than 20 people should ideally sit in a circle. This establishes a bond without hierarchy creating equality.
 - For smaller events, staying at the table and not taking time to move is ideal.
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INSTRUCTIONS AND AGENDA ONCE YOU BEGIN

(The time is short, so sticking to the agenda is key.)

Overview - 10 minutes - Why they were invited, why WAND is doing this. Explain the agenda and timing so they won't be annoyed at being moved along. Remind them that we are serious about wanting to hear from them, and we want them to be a part of us. Use the talking points above about WAND, or tell your own story as to why you are doing this.

- At dinner, each one can introduce herself IF you can go quickly. The hostess or facilitator can do the introductions if she knows everyone.

Dinner question - 20 minutes - At dinner, ask everyone to discuss with their dinner neighbors the question of why they came to this event. As much as possible, keep them on this subject.

Group/small group discussion (recorded) - 45 minutes - The main part of the program (questions for group(s) below):

- Explain: Each one has a piece of paper and a pen to record notes. The paper has the questions of the day on it.
- Show WAND material. (This may fall logically at the end.)
- Do the math to determine how much time to allow for each question (based on where you are in the timing of your event), and, if they are in dyads or triads, ask them to: give each other the time to voice their answers, time each other, and record each other. Divide into groups.

Report Back to whole group - 15 minutes - Report back: before you gather back in a group, ask them in a few minutes to sum up what they want to report. Then do the report. If there was only one group, confirm the highlights of the discussion.

- Conclusion
- We want everyone to become or re-activate as a member of WAND. Explain how important it is simply to have numbers. Pass around a sign up sheet and collect it. Ask them to recommend others.
- Explain that their money is just as important as their membership. What would you give to allow women's voice to stay at the seat and the tables of power? Ask for donations. Tell them we have a million dollar gift, and half of that will match every dollar they donate.
- Tell them we will collect the comments, stories and ideas from every dinner in the country and report back our research.
- Ask if anyone wants to hostess a dinner of their own.
- Thank the hostess(es). Hand out material and say good bye.

Questions for the discussion in a group or in dyads:

1. What is on your mind about peace and security and what is on the minds of other women in your community? How effective do you think you are at making your voice heard?
2. What ideas do you have for adding a megaphone to women's voices? (These can be advice specifically for WAND.)
3. How can WAND help us speak more effectively to men and women in power and achieve what we believe about peace and security?

Other possible questions:

1. How has it made a difference to have women at the seats of the tables of power?
2. How can there be a better connection with you and other women, and how can women support WAND better to accentuate women's voices?



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