

## Preparing Local Union Presentations and Submissions

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CUPE Locals all across the province are making presentations and submissions on many issues including:

- Defending jobs against privatization and contracting out
- Arguing for public investment in the services we provide
- Challenging public private partnerships
- Participating in Local government budget consultations

The following checklist has been developed to assist Locals considering making presentations. Locals are also encouraged to review examples of CUPE presentations for ideas from the work we have done.

### Checklist for Locals preparing presentations and submissions

1. Identify or create opportunities to present your Local's concerns:
  - Public consultations
  - Community meetings
  - Employer pre-budget meetings
  - Special meetings with employer representatives
2. Identify the major points or issues to be addressed.
3. Review the presentation plan with your staff representative.
4. Gather background information
  - Budget documents, privatization proposals
  - News clippings
  - Background research
  - Details of relevant Local experiences (e.g. impacts of underfunding on services, detail of staff cuts)
5. Allow as much time as possible to prepare and request assistance (e.g. research and communication).
6. Consider working with other CUPE Locals, other unions, coalitions or community partners who share your concerns.
7. Consider a media strategy to communicate the issues and your Local presentation or submission to the community.
8. Share information about your presentation/submission with your membership.