

Checklist “EVENT WRITE FOR RIGHTS”

- Your commitment to human rights.
- This little checklist.
- Start with something simple: read the stories of the people we stand up for on www.write4rights.amnesty.lu
- Think of a meeting place for your event: at home, your local coffee shop/pub, at your university or your office, etc.
- Choose a date and time.** Remember to book your premises in case of a public space or to talk to the owner in case of a pub/coffee shop.
- Spread the word about the event:** put up the posters that we provide free of charge, publish the information on social networks and invite people you know.
- On the day of your event, get there early to set up the place.
- Don't forget to order your kit which contains all the necessary material!
 - Pens
 - Posters
 - Case cards
 - Solidarity postcards
 - Letters to target templates
 - Petitions
 - Letter Writing Kit

- Before starting the event, introduce yourself and thank all the participants :

Hello everyone!

I am currently volunteering with Amnesty International Luxembourg and I decided to organise this "Write for Rights" evening to promote human rights and defend people at risk.

Thank you all for being here. By writing a letter, we will contribute to the respect of human rights and support those human rights defenders who risk their lives to defend justice and our human rights.

- Take some pictures** – Ask all participants for permission before taking pictures. With their permission, we will post some of the pictures on our social media channels. **@amnesty_luxembourg (Instagram); Amnesty International Luxembourg (Facebook)**
- Very important:** Tell us how your event went and how many letters or signatures you collected! You can do this via the campaign's website.
- We will send the letters on your behalf! **Please drop them off at our office before the 31st January 2023!**