



## DELEGATING ROLES FOR YOUR EVENT

When planning any event, big or small, **it's important to delegate roles**. Not all of these roles are needed for every event, but it's important to make sure that you have the essential roles covered. **Delegating roles can also be very useful for leadership development** – if a new member of your group is in charge of bringing the banner to an action, they are more likely to attend and feel like they play an important part. Think about which roles you need for your action, and what other roles might be useful.

### ROLES

- **Overall Coordinator:** Keeps the action moving along on a schedule; in charge of making sure everyone knows their roles and what to do, and keeps the action flowing. This person shouldn't have other important roles.
- **Emcee:** Comfortable talking on a megaphone, makes sure the action is fun, keeps chants going, and decides what the crowd is going to hear next (chants, a speaker, an important announcement, etc.).
- **Cheer/Slogan Leader:** Keeps the crowd excited and engaged.
- **Police/Security Liaison:** Watches for and approaches the police, and speaks for the group to police and security. For more on this role see the **Know Your Rights** and **Dealing with the Police** handouts.
- **Media Liaison:** First and only person to approach media, and in charge of handing out media materials and setting up interviews. For more on Media, see the **Media Resources** handouts.
- **Media Spokesperson:** Is prepared to speak to the press and give interviews (this can be the same person as the media liaison, but an additional person is useful). Person should be very well spoken and knowledgeable about the campaign and able to give sound bites for quotes. For more on Media, see the **Media Resources** handouts.
- **Crowd Control:** Is in charge of making sure that people are standing or protesting where they should be, and coordinates with the police liaison in case police ask people to move to specific places.
- **Vibes Watcher:** Watches the group, especially in a large protest, to make sure that everyone is happy, healthy, and feeling effective.
- **Props Manager:** If you have shrouds, costumes, flyers, banners, street theatre props, this person is in charge of bringing and distributing all of these materials. For a die-in, this person could be in charge of distributing shrouds. Depending on your amount of props, you may need 2-3 Prop Managers.
- **Banner Holder:** Do you have a big banner or visual? Make sure someone is pre-assigned to hold it during the protest.
- **Photographer:** Takes photos of the event and is responsible for immediately uploading them after the event finished. Coordinates with the Media Liaison to send pictures to the media and to [justice@bhopal.net](mailto:justice@bhopal.net) for the website.
- **Videographer:** If possible, have someone video tape the action – the video can be put online, and added to the Bhopal You Tube channel. Video is also useful if you expect a police presence.
- **Speakers:** Address the protesters and the crowd to deliver the campaign message passionately and coherently. It's good to have at least 2-3 people prepared to speak about different parts of the campaign.
- **Community Meeting Facilitators:** If you're able to follow-up your action with a community meeting, make sure 1-2 people are prepared to facilitate that meeting.
- **Add Other Roles If Needed:**