



UNITARIAN UNIVERSALIST ASSOCIATION OF CONGREGATIONS
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TIPS ON HOSTING A LETTER-WRITING TABLE

A letter-writing table is a simple, effective way to get people involved with an issue. By providing the right materials, one person can help mobilize many others to speak their minds. Keep in mind that the easier it is, the less weight it carries. For example, a letter on which people simply sign their name and address is less influential than one they've written in their own voice. Keep this in mind when you decide to use a sample letter or just provide writers with a few message points.

Tips on setting up:

- Set up at your church, sporting events, concerts, shopping areas, or anywhere that you feel would get you a positive response.
- Make sure you are set up in a visible, well-traveled area, with plenty of space.
- Prepare information sheets, pamphlets, articles, etc, for people to look at and reference.
- Draft a sample letter or have message points available for writers to reference. The latter is more effective because each letter will be unique.
- Provide ample amounts of pens, paper, clipboards, and envelopes.
- Have a list of congressional addresses available. A directory that matches zip codes with congressional districts may be particularly helpful.
- Make sure there are places to sit for writers.

While overlooking the table:

- Be courteous and informative.
- If possible, stand up. People are far more likely to approach a table if the “tablers” are on their feet.
- Assist those who may need help in composing their letters.
- Help them reference their congressional districts, and ask them to include their name and address at the end of their letter.

ENDA Specific Tips:

- Write about a personal or family experience with workplace discrimination
- Write about why a transgender inclusive ENDA is important to you as a religious person
- Do not worry about length, short or long, it is your message that is important
- Include the name of the bill and number Employment Non-Discrimination Act (H.R. 3017)
- Sign your full name and address

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