

**ALERT TEMPLATE for all non-legislative actions**

**Use this template to send ALERTS for rallies, marches, administrative hearings, other non-legislative actions to committee members and supporters**

An ALERT for a rally or administrative hearing can usually go out with some advance notice as soon as the relevant date is known, to give supporters time to plan to attend and possibly testify orally or in writing.

**ALERT from**           Name of SOS committee            
          Date of ALERT          .

**What, When, and Where:**           Name/type of event           .           Date of event           .  
Who/What is holding the event

**Why:** Briefly describe the event and why it is important.

**Action(s) to take:** Describe the action(s) you want members to take – e.g., attend the event, submit written testimony, prepare oral testimony, bring their drums