

# Anti-Human Trafficking Event Planning Manual

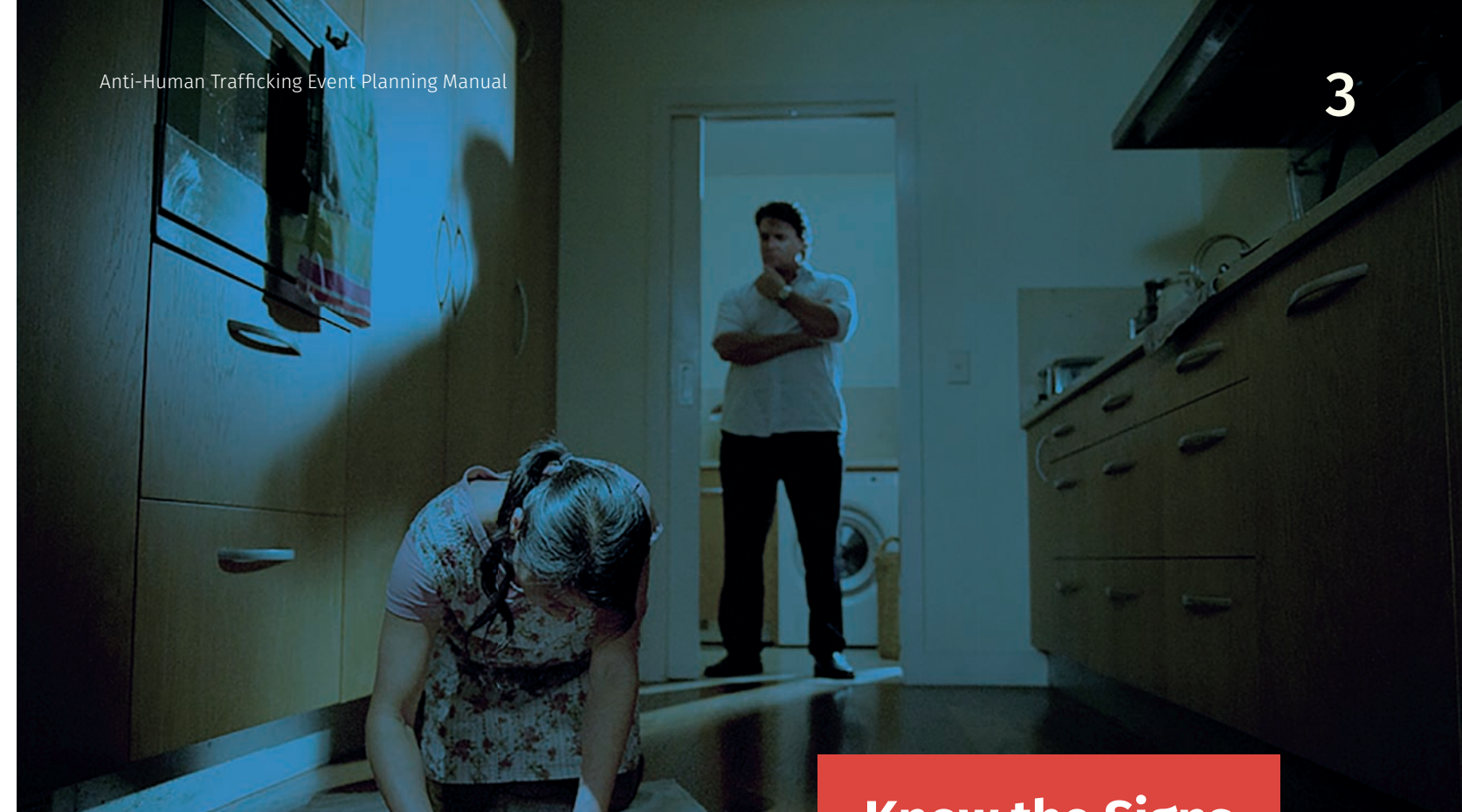


Developed in  
Partnership by:



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## What is Human Trafficking?

- **Compelling** someone to work or engage in a commercial sex act
- A crime against a **person**
- The **exploitation** of human beings by means of force, fraud or coercion
- Occurs when trafficked men, women and children are under the control of another person and are **treated as property** and **stripped of their rights**

## Know the Signs

- Under 18 and providing commercial sex
- Few or no personal possessions
- ID/travel documents/money controlled by someone else
- Signs of malnourishment, dehydration, exhaustion
- Evidence of violence (bruising, scarring, branding), or untreated injuries
- Isolation from community, family and friends
- Denied access to medical care and other services





## Victims can be male or female and include:

Minors induced into labor/services or commercial sex

Adults compelled to perform labor/services or commercial sex through force, fraud or coercion



**Florida consistently ranks 3rd in the nation in the number of calls made to the National Human Trafficking Hotline.**

## Recognize the Behavior

- Appears fearful, anxious, submissive
- Avoids eye contact
- Not allowed/able to speak for themselves
- Does not know or have an address
- Appears confused about where they are
- Does not have a sense of time
- Reacts with fear at the mention of law enforcement/immigration officials

## + WHAT TO DO:

Do NOT involve yourself in the situation. Only observe and report to authorities. If there's a child involved or you witness a crime, immediately **call 911**.

If you have suspicions but did not directly observe a crime, call the National Human Trafficking Hotline.

**NATIONAL  
HUMAN  
TRAFFICKING  
HOTLINE**

**CALL**  
1-888-373-7888

**TEXT**  
"BeFree" (233733)

**LIVE CHAT**  
humantraffickinghotline.org

Get Help  
Report Trafficking

24/7 • Toll free • Confidential • 200+ languages

The National Human Trafficking Hotline offers the following:

- Crisis assistance to victims of human trafficking
- Ability to report a human trafficking tip
- Connection to anti-trafficking services in your area
- Access to general information and resources
- Tips for getting involved in your community



## Planning a Successful Anti-Human Trafficking Event

**Whom should you work with?** We recommend partnering with your local Human Trafficking commission, task force, or law enforcement agency to host your event. If you opt to partner with a local anti-trafficking organization, we recommend that you first vet that organization through your local commission, task force or law enforcement agency.

### What type of event to host?

#### Suggested event formats:

- Panel of experts with audience Q&A.
- Movie followed by panel discussion.
- Educational PowerPoint presentation.
- Vendor fair to help educate your community about available trafficking resources. However, we don't recommend this option until AFTER you have trained your community on what human trafficking is (or you can combine a vendor fair with an educational presentation).

### When should you plan your event?

#### Start planning early!

- Your first planning meeting should be at least 4-6 months before your event date.
- If you target January, which is National Slavery and Human Trafficking Prevention Month, as the month you wish to host your event, we recommend that you begin planning over the summer. It can be challenging to plan during the holidays and speakers/vendors from the anti-trafficking field typically book up quickly for January.
- Set up a regular meeting schedule.



## Planning a Successful Anti-Human Trafficking Event

### Steps for Planning Your Event

1. Identify what type of event you want to host.
2. Establish goals and objectives for the event.
  - What do you hope to accomplish?
  - How will you know your event is a success?
  - How will you evaluate your success? (i.e., participant survey)
3. Identify your target audience.
  - Whom are you trying to reach with your event message and why?
4. Select a location, keeping in mind the following:
  - The number of people you hope attend.
  - Technology needs.
  - Accessibility of location to your target audience.
  - Parking availability.
  - Adequate space for event activities.
  - Are food and drink permitted?
5. Select an event coordinator, assign tasks to planning committee members and set a detailed timeline for task completion.
6. Determine your agenda.
  - What is the flow of your event?
  - In what order do you want to do things and does this order logistically make sense?
  - Who do you want to speak when and about what?
  - How much time is given for each person/topic?
  - Will you allow for questions?
  - Build in time for housekeeping, introductions, welcome, dignitary recognition, explanation of handouts/surveys, etc.

# Planning a Successful Anti-Human Trafficking Event

## Who should speak at your event?

1. If you are hosting a panel event or discussion, it is recommended that you include the following: local law enforcement, vetted anti-trafficking service organization or advocate, a survivor and any other vetted experts from the anti-trafficking field who have knowledge of the specific subject area that your event addresses.
2. Book speakers early! Many in the field will have commitments the month of January.
3. Provide speakers with questions/ talking points and instructions for the day of the event (i.e., where to park, where to go when they arrive, point of contact, etc.) at least 2-3 weeks in advance of the event.
4. Have speakers arrive at least 30 minutes prior to the start of the event.
5. Upon arrival, provide speakers with a brief orientation to the event.

Who should be invited to your event?	Tips for managing dignitaries
<ol style="list-style-type: none"> <li>1. Never miss an opportunity to invite local leaders to your event. Invite chiefs of police, city mayors, county commissioners, heads of local commissions/task forces, state representatives/senators, etc. While they themselves may not attend, they may send a representative from their office.</li> <li>2. Stakeholders from key sectors (i.e., faith based, schools, business, etc.) who may have a vested interest in combatting trafficking, etc.</li> <li>3. Vetted anti-trafficking organizations. Invite them to have an information table at your event.</li> <li>4. The media. Issue a press release about your event 1-2 days prior.</li> </ol>	<ol style="list-style-type: none"> <li>1. Extend invitations 4-6 weeks prior to the event and request an RSVP.</li> <li>2. Send a personal reminder with event details 3-5 days prior to the event.</li> <li>3. Schedule arrival at least 30 minutes prior to the start of the event.</li> <li>4. Have someone on hand to personally greet and seat dignitaries. Let your emcee know who is present so that they are recognized during the welcome.</li> <li>5. Reserve seating in the front of the room.</li> <li>6. Send a personal thank you after the event. If possible, include a photo.</li> <li>7. Post pictures of leaders in attendance to your social media and let them know that you did so.</li> </ol>



## Planning a Successful Anti-Human Trafficking Event

### How to promote your event:

1. Develop simple, clear messaging about your event. Remember, less is more!
2. Important information to include: date, time, name/address of venue, type and description of event, registration and cost information if applicable. If event is free, so state.
3. Use multiple forms of media to promote (social media, flyers, email distribution lists, inclusion in newsletters, media interviews etc.).
4. Have promotional materials available in multiple languages if applicable.
5. Send out a Save the Date at least one month prior to the event.
6. Continuously promote your event in the month leading up to it. In January, you will be in competition with multiple other events.

### What to do the day of event:

1. Know who is responsible for doing what when.
2. All persons should have a clear understanding of assigned responsibilities BEFORE the event. Send instructions to volunteers in advance.
3. Your venue should be set with tables, chairs, technology, etc. several hours prior to the start of your event.
4. Spend the final hours leading up to the event finalizing set-up (testing technology, setting up registration, putting out handouts, etc.).
5. Have your vendors arrive at least 45 minutes prior to the event start time to set up. Speakers and dignitaries should arrive 30 minutes in advance.
6. Stick to your agenda – start and end on time!



## Sample Event Flyer

**Free Human Trafficking**  
**AWARENESS SEMINAR**

hosted by the Pasco County Commission on Human Trafficking in partnership with Our Lady Queen of Peace Catholic Church.

**FEBRUARY 6, 7:00-8:30PM**  
**SIGN IN BEGINS AT 6:30PM**

Location:  
Our Lady Queen of Peace Catholic Church  
5340 High Street New Port Richey, FL 34652

**HUMAN TRAFFICKING IS MODERN DAY SLAVERY  
AND IT IS HAPPENING IN PASCO COUNTY.**

Engage with local experts from anti-trafficking organizations, the Pasco Sheriff's Office and the New Port Richey Police Department to learn how human trafficking is being combatted in Pasco County.

Voluntary monetary donations will be accepted at the door and will benefit the U.S. Institute Against Human Trafficking's Boys Safe Home and Sunrise Domestic & Sexual Violence Center.

**KNOW MORE PASCO**  
STOP Human Trafficking

**OUR LADY QUEEN OF PEACE**  
CATHOLIC CHURCH

FOR MORE INFORMATION, PLEASE CONTACT THE CHURCH VIA EMAIL AT [PEACEANDJUSTICE.QUEENOFPEACE@GMAIL.COM](mailto:PEACEANDJUSTICE.QUEENOFPEACE@GMAIL.COM)

## How You Can Help

- Be observant. Be the eyes/ears in your community by paying attention in your neighborhood, at work/school, in the businesses you frequent, etc.
- Volunteer your time or donate goods to a trusted anti-trafficking organization.
- Partner with the local Commission/task force, law enforcement, or a vetted anti-trafficking organization to host an event to educate your community.
- Become a Trafficking Free Zone. Visit [www.usiaht.org/traffickingfreezone](http://www.usiaht.org/traffickingfreezone) to learn how.
- Get educated about the issue of trafficking by visiting the resources below.
- Shop Fair Trade Certified Goods. Look for goods with these labels. For a list visit [www.fairtradecertified.org](http://www.fairtradecertified.org).



## Suggested Resources

**Polaris Project** <https://polarisproject.org/>

**The National Human Trafficking Hotline** <https://humantraffickinghotline.org/>

**The Department of Homeland Security, Blue Campaign**  
<https://www.dhs.gov/blue-campaign>

**The International Labour Organization** <https://www.ilo.org/>

**The Pasco County Commission on Human Trafficking**  
<https://www.pascocountyfl.net/2110/Commission-on-Human-Trafficking>

**Catholic Diocese of St. Petersburg**  
<https://www.dosp.org/?s=human+trafficking>

# Anti-Human Trafficking Event Planning Manual

**For more information or support planning an anti-human trafficking event, please contact:**



**Our Lady Queen of Peace  
Catholic Church  
Peace and Justice Ministry**

Phone:  
727-849-7521



**STOP Human Trafficking**  
Pasco County Commission on Human Trafficking

**Pasco County Commission on  
Human Trafficking**

Email:  
[htcommission@pascocountyfl.net](mailto:htcommission@pascocountyfl.net)