

Door Knocking Checklist

	CTM	Staff	Description	Time Frame
Before			Identify a host or team to lead Door to Door	5-7 Days Out
			Establish date and time for the Door to Door	5-7 Days Out
			Confirm an easy-to-find meeting location near the walk area that will allow for meet up, training, and supply distribution/collection	5-7 Days Out
			Send an email to the local GOP County party & Neighborhood Team with details	3-4 Days Out
			Call local volunteer prospects to invite them	2-5 Days Out
			Make confirmation calls to attendees to remind them to come	Day Before
			Send a reminder email to the local GOP County party & Neighborhood team	Day Before
			Using Walk App Dashboard, Assign Walkbooks and double check script	Day Before
During			Sign in volunteers, thank them for coming & give them your cell #	8 Mins
			Pair people up to walk together & have them exchange cell #s	2 Mins
			Go over the basics of Door to Door (knocking, leaving lit, etc)	5 Mins
			Go over the map, script, and Walkapp	8 Mins
			Roleplay! (Even if participants are seasoned veterans)	10 Mins
			Set a door goal for each participant to work toward	2 Mins
			Walk with the newest participant	2 Hours
			Take calls from walkers with questions	2 Hours
			Check in with walkers and re-distribute materials or water	2 Hours
			Take pictures, Tweet, & update Facebook with stories, quotes, fun	5 Mins
			Collect materials back at starting location	30 Mins
			Tally up progress and celebrate with walkers as they return	30 Mins
			Sign up all participants for the next event	10 Mins
		Thank everyone for coming	5 Mins	
After			Do a final count and report totals into tracker	Day of Event
			Confirm all walkbooks are checked in via Walkapp Dashboard	1-2 Days After
			Call people who were scheduled but did not attend	1 Day After
			Write notes about event to include in Weekly Narrative	2 Days After
			Call participants to thank them and confirm for their next event	2-3 Days After