

**Voter Registration Checklist**

	<i>CTM</i>	<i>Staff</i>	<i>Description</i>	<i>Time Frame</i>
<b>Before</b>			Identify a host or team to lead Voter Reg.	5-7 Days Out
			Establish date and time for the Voter Reg. event	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
			Gather blank voter reg. forms, and double check script or petition (If applicable)	Day Before
<b>During</b>			Sign in volunteers, thank them for coming & give them your cell #	8 Mins
			Pair people up to work together & have them exchange cell #s	2 Mins
			Go over the basics of Voter Reg. (rules and regulations, best practices)	5 Mins
			Go over the script or petition (If applicable)	8 Mins
			Roleplay! (Even if participants are seasoned veterans)	10 Mins
			Set a registration completion goal for each participant to work toward	2 Mins
			Pairup with the newest participant	2 Hours
			Take calls from volunteers with questions	2 Hours
			Check in with volunteers and re-distribute materials or water	2 Hours
			Take pictures, Tweet, & update Facebook with stories, quotes, fun	5 Mins
			Collect materials & forms back at starting location	30 Mins
			Tally up progress and celebrate with volunteers as they return	30 Mins
			Sign up all participants for the next event	10 Mins
		Thank everyone for coming	5 Mins	
<b>After</b>			Do a final count and report totals in tracker	Day of Event
			Confirm all voter reg. forms are properly complete and submitted to SOS or Registrar	(Refer to State Law)
			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