



PARTY COUNTDOWN CHECKLIST

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|----------------|--------------------------|--|
| 6 Weeks | <input type="checkbox"/> | Set a time and date for the party |
| | <input type="checkbox"/> | Pick your theme and format |
| | <input type="checkbox"/> | Create a guest list, a Facebook event webpage, and send invitations |
| | <input type="checkbox"/> | Ask select guests to lead on candidate research |
| | <input type="checkbox"/> | Let your regional advocacy coordinator know about your plans – they're here to help! |
| 4 Weeks | <input type="checkbox"/> | Request absentee ballot |
| | <input type="checkbox"/> | Check in with your researchers and make sure they have the resources they need |
| | <input type="checkbox"/> | Post on the Facebook event page and encourage guests to share information and breaking news about CARE's work, the candidates and the election |
| 2 Weeks | <input type="checkbox"/> | Make your party shopping list |
| | <input type="checkbox"/> | Ask your researchers what kind of presentation they plan to do and if they need any supplies or equipment |
| | <input type="checkbox"/> | Continue sharing information and news articles with guests |
| 1 Week | <input type="checkbox"/> | Send an event reminder to your guests |
| | <input type="checkbox"/> | confirm that your researchers are prepared to present at the party |
| | <input type="checkbox"/> | Print out CARE Action issue briefs and materials to share with your guests |
| | <input type="checkbox"/> | Prepare some discussion questions that can help facilitate meaningful dialogue at the party |