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| Brunswick County Democratic Party  Event Checklist | |  |
| Event and Outreach Display | | | |
| Event Manager(s): |  | | |
| Telephone Numbers & Email Address(es): |  | | |

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| CHECKLIST completed | | |
|  | 10 X 10 Tent – Preferably light blue in keeping with the Democratic Party color. Note: If possible, volunteers should wear something light blue. |  |
|  | Democratic Party Banner – Hang it as a backdrop in the rear of the tent. Slide pole thru struts in tent. Use pull ties to attach banner to pole. |  |
|  | Weights to weigh down tent in the event of windy conditions. Note: These are available at most large sports stores. |  |
|  | 2 or 4 comfortable collapsible chairs. Low to the ground beach chairs are not recommended. |  |
|  | 1 six foot collapsible table |  |
|  | 1 light blue table cloth that will drape over the table |  |
|  | Plexiglass holders for literature(optional) |  |
|  | Balloon weights to weigh down literature. Best place to buy is Dollar Store. Recommend 1 for each corner of table |  |
|  | Two clip boards to hold voter registration forms, and sign-up sheet for anyone who wants to receive information from their local precinct. Sign Up Sheet should contain room for name, number, email address, and whether or not they are a Democrat or Unaffiliated. |  |
|  | Pens |  |
|  | Water, Ice, Cooler(s) – You may want to hand out cold water, if enough people donate cases of water |  |
|  | 3 to 4 volunteers per 2 hour or more shift. |  |
|  | Try to have at least one person who is knowledgeable about the Brunswick County Democratic Party in the tent, at all times. Let that person do the talking when someone has a question that you can’t answer. Be professional, and project the image of a well-organized group. |  |
|  | Take Pictures. Post on Facebook. Email Pictures |  |
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