

2025 Brunswick Co. Democratic Party Outdoor Event Checklist



EVENT, DATE, LOCATION:

Event Manager(s):

Telephone Numbers

& Emails:

CHECKLIST	COMPLETED
10 X 10 Tent – Use our BCDP logo tent (stored at HQ). TWO people needed to set up the tent. <u>Note:</u> If possible, volunteers should wear their BCDP “Join the Party” T-shirts	
Weights to weigh down tent in the event of windy conditions. Set available at HQ.	
2 or 4 comfortable collapsible chairs. Low-to-the-ground beach chairs are not recommended.	
1 six foot folding table (available at HQ)	
1 fitted BCDP tablecloth that will drape over the table	
Plexiglass holders for literature (available at HQ)	
Small weights to weigh down literature (available at HQ)	
Suggestions for table display: Clipboards to hold voter registration forms, “Had Enough” business cards with our website address and QR code — so visitors can sign up for the BCDP Newsletter, candidate flyers/rack cards in partisan election years, etc. (available at HQ)	
Pens	
Water, Ice, Cooler(s) – You may want to hand out cold water, if enough people donate cases of water.	
2 -3 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. Email to the Communications Team for sharing.	

