

NATIONAL VOTER REGISTRATION DAY CHECKLIST



Use this checklist to make sure you and your team are prepared for September 19, 2023.

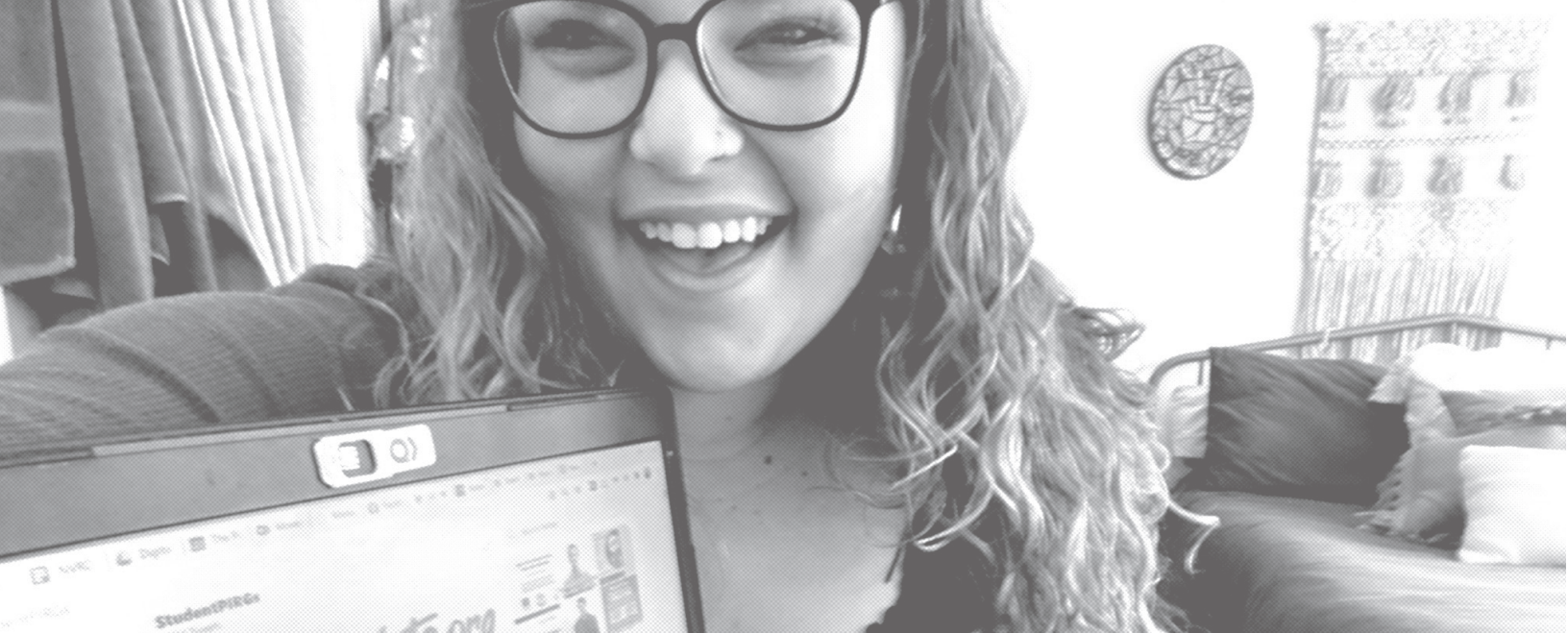
Planning

- Build Your Team:** Bring in people and partners who are passionate about voting, are good at organizing and tracking details, and/or are charismatic and enjoy talking with strangers. Make sure you have someone on the team who can grant or get approval for the timing and location of the event.
- Timing & Location:** Select a high-traffic area where people will be stopping or passing through and time your event to coincide with the location's busiest hours. Avoid tourist attractions or events attended by folks from out-of-state.
- Promotion:** Get the word out by posting flyers around the location 2-4 weeks in advance and/or spreading awareness through social and traditional media. See the Communications Strategy Guide for sample social media posts, press releases, and additional assets.
- Paper or Digital Voter Registration:** Decide which options for registering will be available at your event. If your location lacks WiFi, consider a paper-based event. If you will not deliver completed paper forms on behalf of voters, consider supplying stamps, envelopes, and directions to the nearest mailbox for voters to mail their forms.

Materials

- Voter registration applications (and stamps and envelopes if needed)
- Pens and clipboards for writing on
- QR-coded flyers or posters with registration link
- Stickers and other fun giveaways*
- Swag from the [National Voter Registration Day store](#) to draw people's attention
- A lock-box or large manila envelopes for completed registration forms
- Masks, sanitizer, or any other personal protective equipment

* In compliance with state and federal law, any giveaway items at your event must be made available to anyone regardless of whether or not they register to vote.



Volunteers, Training, and the Day of Your Event

- Recruitment:** Most events will not need more than 2-3 volunteers helping with registration at a time. Keep shifts shorter than 4 hours, but make sure you have any set-up or break-down time covered.
- Training:** Anyone assisting voters should review the Voter Registration 101 sheet, the Staying Nonpartisan Fact Sheet, and do a role-play with another volunteer to practice engaging with voters. Provide volunteers with the tally sheet and give them instructions on what to do with completed forms.
- Take Pictures:** We'd love to see your event in action! Encourage volunteers to take pictures of each other assisting voters (ask before snapping a photo!). If you use social media, be sure to share it with the hashtags #NationalVoterRegistrationDay and #VoteReady
- Report Back:** Share the tally sheet totals, event pictures, and feedback on our materials and support so we can make next year even better!

Volunteers and staff should consider wearing stickers or pins that note that they are a part of an organization not an elections office. They can say "I'm a volunteer with: [name of your organization]"