EVENT CHECKLIST

Use this checklist to make sure you and your team are prepared for National Voter Registration Day!

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. If you expect out-of-state attendees or your event is near a state line, have national registration forms handy or a computer open to Vote.gov.

- ☐ **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. Tablets or QR codes open to your state's registration portal can reduce errors and the need to handle paper forms. However, it's good to have paper forms as a backup. If your location lacks WiFi or your state does not have online registration, consider using paper-based forms. If you will not deliver completed forms on behalf of voters, consider supplying stamps and envelopes 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*

* 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.