



Tips for Your Event

Here are some quick tips to keep in mind while planning your Event.

Event Leader's To-Do List:

- ✓ Decide where to hold the event and at what time. We encourage you to hold events at a local campaign office or coordinate with local candidates. Remember to always get permission to use the office beforehand!
- ✓ Your event can also be held as a house party, at a local coffee shop, restaurant etc.
- ✓ Set up the event through the DFA website:
<http://democracyforamerica.com/events/new>
- ✓ Recruit, recruit, recruit! Make sure to encourage people to bring a friend!
- ✓ Send out an email to local members encouraging them to participate.

If you are using the pre-printed recruitment postcards:

- ✓ Please bring (or ask members to bring) any necessary supplies, especially \$.42 stamps for the postcards
- ✓ DFA will mail you a list of local progressive people to send postcards. Or, you can compile a mailing list of people to send postcards to from your own list of contacts or from a candidates list of contacts.
- ✓ Determine the local contact info you want to put on the postcard, such as your local DFA group's information, a local candidate's office, or a local Obama office.

Any Questions?

We are also pleased to welcome two new Field Fellows to our DFA Headquarters staff, Michael Langenmayr and Sara Puls. If you need any help or have any questions regarding planning events, feel free to contact them at (802) 651-3200 ext. 127, or e-mail:

Michael at: mlangenmayr@democracyforamerica.com or
Sara at: spuls@democracyforamerica.com.

They look forward to hearing from you!

To contact DFA regarding this event: (802) 651-3200, ext. 127
mlangenmayr@democracyforamerica.com
spuls@democracyforamerica.com

Paid for by Democracy for America, www.democracyforamerica.com, and not authorized by any candidate. Contributions to Democracy for America are not deductible for federal income tax purpose. All materials printed in-house.