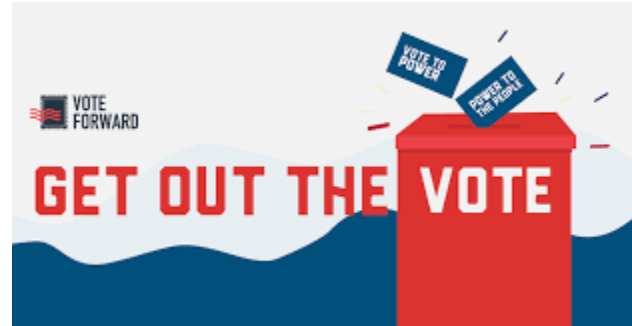


updated February 2022

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When you decide to have a party

Insert Steps 1 – 3 from “Host instructions- Success page and email”

One week before

1. Check your RSVPs

See the [Mobilize America guide](#) for help

2. Increase publicity, if necessary

If you haven't reached your maximum capacity, contact us about beginning or increasing advertising to fill seats with local Swing Lefters. Feel free to post your party to our private [Facebook](#) group, if you have not already done so.

3. Recruit friends or family members to help you before and during the party

It's great to have between two and six people to help with the following, depending on the size of your party:

- Training guests on the letter-writing process
- Putting together packets before the party
- Bringing food and/or drinks
- Setup/cleanup
- Check-in/check-out

Ask your helpers to arrive 30 minutes before the party to review processes and supplies.

4. Download and print your letters

Go to votefwd.org and follow their instructions. If you have questions, visit the [Vote Forward help page](#).

5. Buy supplies

Required

- Blue pens (one for each person, plus extras)
- Envelopes: Regular, business-sized (#10), **self-adhesive**¹
- Stamps: Regular, first-class¹, **Forever**
- 1-2 bottles of correction fluid (e.g. Liquid Paper or Wite-Out)

¹Even if you asked guests to bring stamps and/or envelopes, you need to have some on hand. The costs can add up so feel free to set a donation jar in a visible spot, with a note that donations will help cover supplies for those who couldn't bring them.

Optional

- Snacks (guests typically enjoy something simple, such as water, coffee, fruit, or cookies)
- Drinks
- Name tags

One to three days before

1. Prepare letter packets and stamp/envelope bundles

Things get hectic when the guests show up, so prepare ahead of time. Make separate letter packets and stamp/envelope bundles; every guest will need a letter packet, but some will have their own stamps or envelopes.

Letter Packets:

Use a small binder clip to secure each letter packet, which should contain:

- 20 letters
- The corresponding cover sheet for those 20 letters

Stamps/envelopes:

Use rubber bands to make bundles of 20 envelopes and 20 stamps. Rubber bands make it easy to remove either envelopes or stamps if a guest does not need both.

One day before

Note: Mobilize's automatic email reminder goes out to all guests on the day before and the morning of the event.

1. Check your Mobilize dashboard for the final RSVP list

See the [Mobilize guide](#) for help

2. Print enough copies of writing aids to have one for every two guests

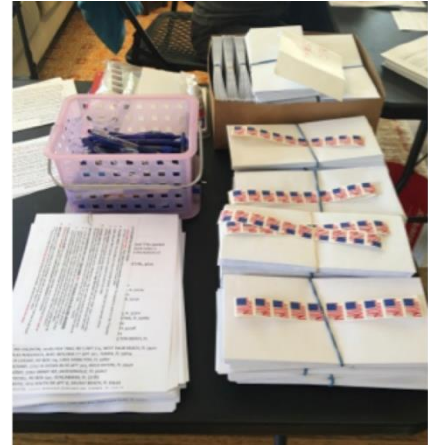
- [Letter-writing Instructions](#)
- Messaging Tips (What should I write?) ([Carolyn to post and add link](#))

3. Arrange your space

- **Chairs:** Set up enough for your RSVPs plus a few walk-ins.
- **Writing tables:** Tables should have enough space for letters, envelopes, Letter-writing Instructions, Messaging Tips, pens, etc.
- **Supply table:** Set up where you can easily hand supplies out or guests can pick them up. Keep the letter packets separate from the stamp/envelope bundles, so that people can easily take only what they need.
- **Check-in and Check-out tables**

Check-in:

- Letter packets
- Envelope/stamp bundles
- Name tags and sharpie pens (optional)
- Pens (if they are not on the tables)



Check-out:

Set up small containers for each of the following:

- Stamped and sealed envelopes (the finished product!)
- Re-usable handouts (Letter-writing Instructions and Messaging Tips for your next party)
- Mistakes (letters that need to be reprinted and redone)
- Trash and recycling
- Clips and rubber bands



Thirty minutes before the party

Make sure your helpers understand their roles:

Trainers: The letter-writing process, how to look for and help with writing mistakes, and (at big parties) what tables they are covering

Check-in: What to give guests and what to do if supplies run low

Check-out: What to take from guests, how to check for problem letters, etc.

During the party

1. Check in guests

Give them a letter packet, envelopes and stamps (if they need them), and a pen (unless pens are on the writing tables). Remind guests that each letter is customized for a specific voter,

whose name is in small font at the bottom of the letter (urge them to use the cover sheet as a checklist only).

2. Train guests

Using the Letter-writing Instructions as a reference, review writing, addressing, envelope stuffing, etc.

- Emphasize the importance of checking the bottom of each letter for the voter name
- Point out the Messaging Tips, with “I vote because...” sentence completion examples
- Review common mistakes and how to avoid and fix them

3. Circulate to help guests, re-stock supplies and snacks, etc.

The most common help you will provide is how to fix mistakes. The most common mistake is putting the wrong name at the top of a letter. You can help the guest fix this by either:

- Providing correction fluid (e.g. Liquid Paper or Wite-Out) so the guest can fix the mistake
- If that doesn't look good, [reprinting the specific letter](#)

After the party

1. Mail letters

Mail them on the **specific date** requested, which might be several months away (e.g. October). If you write a lot of GOTV letters over the next few months to different states, label and store them by state, as we might mail them at different times.

2. Let us know if you have any suggestions for how to improve the letter-party process or these instructions, or if you or one of your guests would like to host another party!

Swing Left Peninsula Letter Party Contact Information:

- Email: letterwritingparties@swingleftpeninsula.org
- Website: <https://www.swingleftpeninsulaletters.org>