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Contents:

- [When you decide to have a party](#)
- [One week before](#)
- [One to three days before](#)
- [One day before](#)
- [Thirty minutes before](#)
- [During the party](#)
- [After the party](#)



When you decide to have a party

1. Register your party with **Mobilize** (creates an RSVP link and allows us to help you advertise)

Experienced hosts

- Register your party with [Mobilize](#) (see these [tips](#))
- [Email](#) us the Mobilize link

New hosts

- If you haven't already, please [sign up](#) to be a member of Swing Left Peninsula (use the white "Join Group" button on the right of the screen)
- Bookmark and read the Mobilize [instructions](#)
- Register your party with [Mobilize](#) (see these [tips](#))
- [Email](#) us the Mobilize link

Mobilize tips

All parties: In "Add a location...", enter (at least) a **zip code**, even if the party is virtual.

In-person You can use the "Additional info for attendees" field to ask guests to help with supplies; for example:

- "If it's convenient, bring 20 letter-sized envelopes and/or 20 first-class stamps."
- "We will provide all the supplies you need, but please consider a \$10-15 donation to help us cover costs."

Virtual Add text similar to this in the "Additional info for attendees" field:

"To attend this party:

- Before the party: Download letters from [Vote Forward](#). If you have not done this before, **register with Vote Forward now**, as approval takes a few days.
- During the party: Join our Zoom meeting at this link: *your party link* "

2. [Sign up for Vote Forward](#), if you have not already done so.
This is where you download letters about a week before your party, **if your party is in-person and you are supplying the letters**. After you get approved, download a test batch of five letters to get familiar with the process. If you have questions, visit the [Vote Forward help page](#).
3. **Publicize:** Unless you marked your party as “private”, we will advertise it to other Swing Left Peninsula members on our website calendar and in our newsletter (which goes out every other Monday). Feel free to post your party (and RSVP link) on our private [Facebook](#) site.

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 Letters. 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 \(What should I write?\)](#)

3. Optional: Print enough copies of the [Upcoming Events Flyer](#) for every guest

Under More settings, choose:

- Scale: **Fit to printable area**
- Two-sided: **Print on both sides and Flip on short edge**

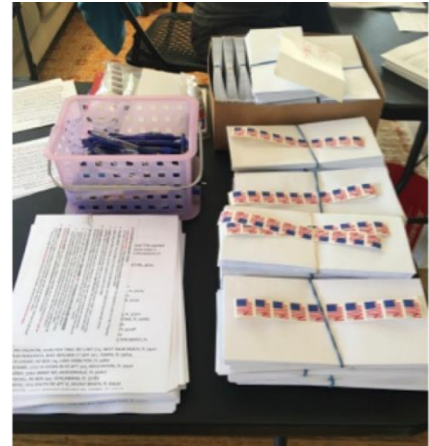
4. Arrange your space

- **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: www.swingleftpeninsula.org