



## Thank you!



We will add your party to our calendar within 48 hours or after we know how you will receive RSVPs.

**Meanwhile, please complete the following steps ASAP to prepare for your 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.

- 4. Review:** Our [Party-planning checklist](#) gives details for before, after, and during your party.

**Questions? Email us!**

letterwritingparties@swingleftpeninsula.org