

Democracy in the Park Organizer Checklist

We hate to pull back the curtain that gives Democracy in the Park its mystical feel, but we feel it's time to reveal that Democracy isn't magic—it's just a series of discrete tasks that, if performed in the proper order, will help set our country back on track. Here is the official Democracy in the Park Checklist:

First Things First

- List your event** on www.democracyinthepark.org by e-mailing john@democracyinthepark.org. Include the location, time, a one-sentence description in your own words, and easy-to-follow directions to the specific location where you'll be.
- Spread the word!** E-mail your friends and co-workers, call the folks you think would come to the park, and ask a core group of people to invite others. Print out the make-it-yourself flyer from www.democracyinthepark.org and pass it around. Call the local newspaper or other media outlet—be creative, and think of ways to reach those potential volunteers you don't know personally.

In The Days Before

- Print the materials.** After you receive your instructions in an e-mail, you will need to print the following: phone lists, scripts, instructions, and sign-in sheets.
- Gather the supplies** for the park. In addition to the papers (the phone lists, enough copies of the script for everyone, instructions and sign-in sheets), you'll need some basic supplies: extra pens for everyone, a clipboard for the sign-in sheets and water and a sandwich for yourself!

In the Park

- Make sure everyone signs in.** That way you can contact them when you do it again, and we can e-mail a report telling everyone how much good work people in parks around the country got done!
- Read the instructions.** Explain what we're doing, how to make the calls, and remind people that most of the people we're trying to reach won't be home—but a few will, and that makes the whole afternoon worthwhile.
- Pass out the materials:** one script and set of instructions for everyone, and about 50 telephone numbers to start with; that may be one or a few pages, depending on how the numbers are laid out.

After the Park

- Tell us how it went!** Send an e-mail to john@democracyinthepark.org sharing 1) the number of calls you attempted, 2) the number of voters you actually talked with, and 3) a short description of how your event went, including the best moment you had and one thing you think should work differently.
- Mail in your completed lists.** Mail the filled-out forms to the address included in your instructions e-mail. If you printed out extra forms that you didn't get to, just toss those in the recycling.
- E-mail in the sign-in information.** Send us all the names and e-mail addresses for people who came, so that we can send everyone a report about how we did nationwide. That way people can see that all of our efforts together are making a huge impact.
- Set a goal for next week!** Can you get the same number of calls made next week? More? Every little bit helps in this close election, and you're doing more than just a little bit!