

Host a Virtual Party!

Virtual letter writing parties are similar to in-person letter writing parties. They're a great way to stay socially connected while we're practicing physical distancing.

1. Plan

Set a date and time for your virtual letter writing party, and select a conferencing tool to bring everyone together virtually (Zoom, Google Hangouts, or equivalent).

Send an invitation by email, calendar invite or Facebook. Advise guests to create a Vote Forward account, and include all info they need to join the conference.

2. Prepare

Send your guests a message in advance instructing them to gather the supplies on the checklist on page two of this document (and do so yourself!).

Consider also providing instructions on how to join the conference and guidance on basic features like the mute button, in case anyone is new to video conferencing.

3. Host (virtually)

Welcome your guests & thank them for keeping themselves and others safe and healthy by physically distancing. Summarize how the virtual party will work.

Set context: explain who you're writing to and why (low propensity voters). Describe the election or geographic target area and why it's important. Encourage people to make their messages personal and heartfelt. Answer questions, then get to work!

During the event: Take some screenshots of your meeting to share later.

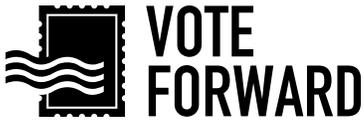
Conclude: Remind guests to complete their letters and mark them "Prepared" on the Vote Forward website, and to keep them in a safe place until the mail date.

4. Follow up

Thank your guests for doing their part for our democracy, and encourage them to sign up to send more letters, or host a virtual party of their own.

Share screenshots or photos of your party on social media! Mention @votefwd so we can find and amplify your posts.

Plan your next party. 😊 **THANK YOU!**



www.votefwd.org

Virtual Party Checklist

Estimate Letter Goal

$$\frac{\text{Number of Guests Expected}}{\text{Hours of Party (Recommended: 1)}} \times 20 = \text{Your Party's Letter Goal}$$

Number of Guests Expected

Hours of Party (Recommended: 1)

Letters per Hour (Typical Writing Speed)

Your Party's Letter Goal

Gather Supplies

Be sure your guests have the supplies they need:

The basics:

Envelopes

Stamps

Letters

A pen (**blue** recommended)

Optional:
(for envelope sealing)

Sponge

A cup of water

Optional, but strongly encouraged:

Snacks!

Drinks!