



[www.votefwd.org](http://www.votefwd.org)

# Host a Party!

Vote Forward volunteers who've hosted letter parties agree: it's a lot of fun to collaborate with friends on getting out the vote. Give it a go!

## 1. Plan

Send an invitation! An email, a Facebook "event," a calendar invitation — whatever works for you. Example invite: [bit.ly/vote-forward-party-invite](https://bit.ly/vote-forward-party-invite).

## 2. Obtain Supplies

Plan on **~20 letters per guest / hour**. So, for each guest per hour you'll need:

- 1 copy of the **guest instructions** (Page 3 of this document)
- 20 Vote Forward **letters** (Download & print from your account on [www.votefwd.org](http://www.votefwd.org))
- 20 number 10 **envelopes** (#10 envelopes are the ordinary business-sized ones)
- 20 First Class **stamps** (You can ask for donations to cover the cost of postage)
- A black or **blue pen** (Blue recommended, to make the message stand out)
- **Drinks & snacks** (Or, ask guests to bring these, potluck-style)
- (Optional) a **sponge** (Cut into pieces along with water cups for envelope-sealing)

## 3. Host!

Set context: explain who you're writing *to* (low-propensity registered or not-yet-registered voters who are likely to vote for Democrats). Describe the election or geographic target area and why it's important. Encourage people to make their messages personal and heartfelt. Answer any questions...then get to work!

During the event: Take some photos of your party and post them on social media! Mention @votefwd so we can find and amplify your posts.

## 4. Follow up

Thank your guests for doing their part to turn the political tide, and encourage them to sign up to send letters and host a party of their own.

Don't forget to mark all the letters you completed "prepped" and "sent" on the website ([www.votefwd.org](http://www.votefwd.org)), so Vote Forward HQ knows which ones were completed (this helps us measure our impact).

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

# Party Planner

## 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 you have enough letter-writing supplies to hit your Letter Goal.

As many as you expect to need:

Envelopes

Stamps

Letters

One for each guest:

Printed Instructions

Pens (Blue recommended)

Optional, to share:  
(for envelope sealing)

Sponge, cut into pieces

Cups of water

Optional, but strongly encouraged!

Snacks!

Drinks!

# Instructions

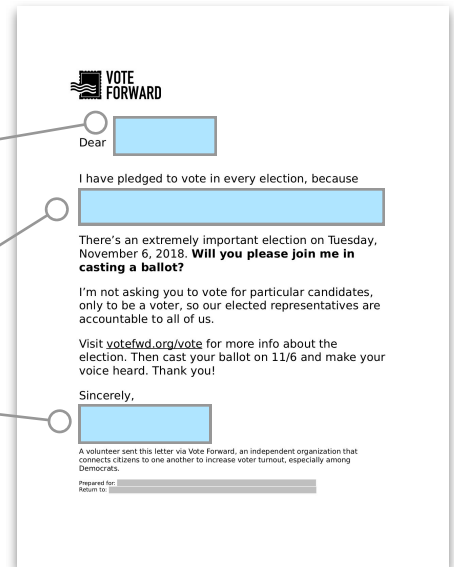
We're sending "please vote" letters to low-propensity voters in a key swing district to help flip Congress blue in 2018. Grab a stack of letters and some envelopes and get started!

Note: Some people find it easiest to first write return addresses on a batch of 10-20 envelopes before individually writing and addressing the letters.

## Letters

On each letter, hand-write:

1. The recipient's name (from the footer)
2. Why **you** vote. (Be sure not to mention candidates by name)
3. Your signature (Or first name and last initial)



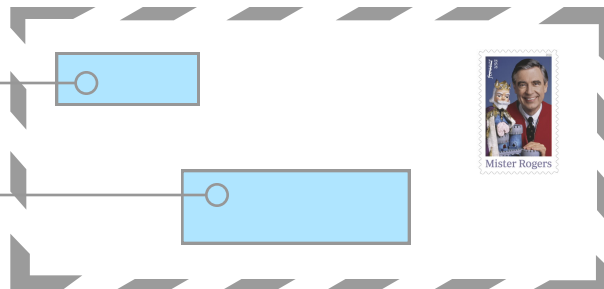
## Envelopes

On each envelope, hand-write:

*(addresses are at the bottom of each letter in small print!)*

1. Your first name and last initial, and the return address

2. The recipient's name and address



Apply Stamp

Stuff

Seal

Repeat 😊

## FAQ

*What should I write?*

Heartfelt personal messages are best. Some people mention civic responsibility ("it's my duty as a citizen..."). Others talk about how hard-won the right to vote has been. You could also describe memories from childhood of going to the polls with your parents, or doing the same with your kids. It's fine to mention specific issues, just be careful not to assume the recipient agrees with your policy preferences. And make sure not to mention candidates by name!

**After the party...** Sign up at [www.votefwd.org](http://www.votefwd.org) to write more letters from home, or host a party of your own!!

**THANK YOU! 😊 YOU'RE THE BEST**