

Party Name: Small/Fitzgerald/Reinin/Platt
 Party Coordinator: Janet Nahirny/Larry Hott
 Party Co-Host(s): Judy Small & Bob Fitzgerald, Elana Reinin & Marshall Platt
 Presenter/Emcee: Steve Miller
 Zoom support: Larry Hott
 Q+A: Larry Hott

Registration Link: <https://www.mobilize.us/mvp/event/510259/>
 Act Blue Link: <https://secure.actblue.com/donate/2022-10-06-small>
 Zoom Link: [n](#)

ALL TIMES ARE PACIFIC TIME

Time	Event/Activity	By Whom	Key Points	Tech
5:30-6:00: 30 mins	Pre-meeting	Hosts, Presenter, Zoom Manager and Party Coordinator	Everyone set with zoom Review roles and responsibilities All tech works Figure out who will admit people from the waiting room and have a back-up Answer any questions Get psyched	Zoom manager: Make appropriate people co-hosts as they join Party Coordinator: Send a greeting to people in the waiting room and let them know they will be admitted at x time.
6:00-6:05 10 mins	Greetings and informal welcome	All Party Hosts	Greet and welcome guests as they arrive	Zoom manager: Let people in from waiting room as needed
6:05-6:15 10 mins	Formal welcome and Introductions	Emcee/Presenter	Call for everyone's attention	Zoom manager: Spotlight party hosts

	Low-volume music in background	Host(s)	Ask people to mute themselves. [Emcee needs to unmute once tech person mutes everyone] Please check the chat for links Put your questions in the chat and we'll answer them to the Q&A later on in the presentation Turn over to Paula Welcome guests and thanks for coming And now we'd like to have the co-hosts introduce themselves- Introductions by hosts Pass to Presenter (Steve)	and emcee • Mute all participants
6:15-6:35 20 minutes	MVP presentation	Presenter	MVP presentation including a bit about what happened in Kansas.	Zoom manager: • Share screen and run slideshow
6:35-6:38 3 minutes	First Ask (to catch people who have to drop off early)	Host Coordinator	Brief personal reflection on video Why you support MVP Hope that as we move through the Q&A that you will find your own reasons for making a contribution Post ActBlue link in chat	Zoom manager: Spotlight host
6:38-6:48 10 minutes	Q&A	Party Coordinator	Encourage people to add their questions to the chat or raise their	Zoom manager: Spotlight Q&A Lead

		Q&A Expert (or Presenter) Party Coordinator	hand Open the floor for Questions and Answers Manage Q&A process, as determined There may be more questions-feel free to stay after— Add answers/links to chat as needed (see list below)	Zoom manager: Post poll during Q&A
6:48-6:54 6 minutes	Second Ask/Wrap	Host Coordinator	Why MVP is important generally and specifically to you We'll be sending a follow-up email with all the link Consider monthly donations Early money is important for planning and getting started most effectively Host your own party... keep spreading the word. Easy, rewarding Post ActBlue link in chat (x3)	Zoom manager: Spotlight Host
6:54-7:00 4 minutes	Any more questions? And Closing	Hosts/Q&A Expert	Thanks for coming! If you need more info or have more questions, please feel free to stay on the call.	Zoom manager: Spotlight hosts
7:00	Save Chat	Tech		

Post-event	Short Check-in/Debrief	Hosts, Vols, Staff		
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Key URLs to post in chat as Qs come up:

- o **Donate here:** <https://secure.actblue.com/donate/2022-10-06-small?refcode=peralta>
- o **Vetting** <https://movement.vote/vetting-process/?refcode=2022-10-06-small?refcode=peralta>
- o **Tiers** <https://movement.vote/state-tiers/?refcode=2022-10-06-small?refcode=peralta>
- o **Funds** <https://movement.vote/funds/?refcode=2022-10-06-small?refcode=peralta>
- o **Donation methods** <https://movement.vote/donate/?refcode=2022-10-06-small?refcode=peralta>