

Florida GOTV Host Instructions

1. New Hosts: Please contact Julia, Micki or Richard at SLGB.FLVBM@gmail.com

2. Decide on a date, time, and location for your postcard pickup event.

Packet Delivery: You can distribute your packets at a specified location, deliver them, or have people pick them up on your porch. Porchside pickups must include health precaution instructions, hand sanitizer and the option to make other arrangements for delivery. Review the Swing Left Greater Boston [Covid-19 advisory](#) for hosting a postcard event.

3. Input your event information.

Fill out the [Host a Florida GOTV Postcard To-Go](#) event to create a signup page for your postcard distribution event. If you do not want the event to be on the Swing Left Greater Boston calendar, mark the event as private. After you create the event, you can add an additional field for attendees to request more than one packet. See the [SLGB Mobilize guide](#) for details.

4. Send invitations by email to anyone you know who wants to make a difference!

Here's a [sample invitation text](#) to get you started. You can find the RSVP link by going to your Event Dashboard at [Mobilize.us](#). Click the name of your event to get to the Event Detail page. The RSVP link is near the top, where it says Link. Just paste the whole link into your invitation.

5. Request postcards and an address list.

Order from the e-store using the link and password provided by your coach.

6. Order required supplementary materials.

- i. Purchase 30 \$0.55 (Forever) stamps per packet of 30 (or the amount corresponding to your packet size).
- ii. You'll need 1 paper bag per packet (4 7/8 x 3 x 10 inches), 1 manila clasp envelope per packet (9 x 12 inches), zip lock bag or rubber band to contain your packet materials.

7. Gather and print the event materials for your postcard writers.

- i. Print a [postcard instruction sheet](#) for each packet.

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- ii. You will receive an email message with name and address sheets. Please print the sheets (1 sheet of 30 names per packet).
- iii. Print out [a Florida form](#) for each packet. You must collect these forms along with the payment at the time of the packet pickup.
- iv. Print out a [packet pickup/return sheet](#).

8. Assemble packets.

Each paper bag or manila envelope should contain:

- i. The number of cards you chose (20, 25, 30) to provide each volunteer,
- ii. The same number of stamps as your card count,
- iii. An address sheet with the same count of addresses as cards,
- iv. An instruction sheet,
- v. A Florida In-Kind Contribution form (if you haven't otherwise distributed it to your volunteers).

9. Packet tracking: Keep track of who gets which page of names/addresses. (There is a unique ID # at the bottom of each page).

10. Send out reminders.

If you provided your guests sign up via Mobilize, those guests will receive automatic reminder emails about the packet distribution date and time.

11. Distribute your packets.

You can distribute your packets at a specified location, deliver them, or have people pick them up on your porch.

- i. You might find it useful to document who picked which packet on your [packet pickup sheet](#).

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12. Send your postcard writers a thank you message.

Send your guests a follow-up thank you note and notify them of your future events. Also, we'd appreciate it if you would send a link to <http://Swingleftboston.org/subscribe> so your guests can sign up for the Swing Left Greater Boston newsletter.

13. Let us know how it went.

Fill out the [SLGB Host Survey Form](#). Take photos of the Packet Pick-up/Return Sheet and host survey form and email them to SwingLeftGreaterBoston@gmail.com along with the virtual attendee list. You can also send photos of your virtual event for us to post on social media (making sure that voter names/addresses are obscured).

14. Keep the ball rolling!

Please consider scheduling another distribution. This will be the final written opportunity for us to impact voter turn-out in FL.

We're hoping to have as many GOTV postcards as possible in the hands of FL Democratic voters. Our goal is to have most mailed by 10/20.

Contact us at SLGB.FLVBM@gmail.com with any questions or suggestions.

THANK YOU!