

GOTV Letter-Writing Party Task List				
Task	Owner	Due Date	Status	Link / Resources
Send follow-up email to contact list	<i>e.g. Amy</i>		<i>e.g. Done</i>	
Email school leaders to see if they can help spread the word				
Update invitation				
Send out invites - see draft copy in link				https://docs.google.com/document/d/11QF0Nj7CABeJQnft1cz1PFpyrDbXWEZK_8QPKOc7fdE/edit
Send out Paperless Post flyer				
Hire Bounce House				
Recruit volunteers to serve as table hosts				
Create Table Host volunteer sign-up sheet				
Order Costco snacks				
Order Wine/ sparkling waters/ etc				
Order red-white-blue cookies				
Order patriotic plates and napkins				
Helium balloons				
Table and chair rentals				
Order envelopes and stamps				
Adopt and print out Vote Forward letters				
Order pizzas - TBD based on attendance				
Prizes for most letters written - local gift cards				
Check and mail letters				
Party Ice				
Send out reminder email				
Print sample letter, sample envelope, fact sheet, tally sheet, instructions				
Update guest list				