

Meet & Greet Check List

The Essentials

- ☐ Pens (3-4 for sign-in and volunteer sign-ups)
- ☐ Name Badges (pkg. of 100 available at Staples, Office Depot, Amazon, etc.)
- ☐ Magic Markers (2-3 for name badges)

Forms & Handouts

- ☐ Sign-in sheets (4-5) [DOWNLOAD HERE](#)
- ☐ Volunteer sign-up forms – for Your Precinct (10-12) [DOWNLOAD HERE](#)
- ☐ Volunteer sign-up forms – HQ (5-6) [DOWNLOAD HERE](#)
- ☐ Why Vote By Mail is Important [DOWNLOAD HERE](#)
- ☐ VBM Sign-up forms [DOWNLOAD HERE](#)
- ☐ Petitions (20-30 copies each; check with Headquarters for current petitions)

Nice to Haves

- ☐ Welcome & Sign-in Poster [DOWNLOAD HERE](#)
- ☐ Voting Record of Democrats & Republicans (poster & handout)
8-1/2"x11" poster [DOWNLOAD HERE](#)
11"x17" poster [DOWNLOAD HERE](#)
- ☐ Info on Clubs and Caucuses (available at HQ)
- ☐ Democratic Party Position Papers on Local Issues [VIEW HERE](#)
- ☐ Candidate Literature/business cards/, donation envelopes (provided by candidates)
- ☐ Paper clips
- ☐ Scotch tape
- ☐ File folders or 9x12 envelopes (for organizing collected sign-up sheets)
- ☐ Flip Chart (to collect & display issues important to attendees; basis for discussion)
- ☐ Reasons to Vote – make your own poster [DOWNLOAD HERE](#)

Helpful Hints

- Review [‘What We Stand For’](#) on be prepared for questions.
- Invite a candidate or speaker to promote interest
- Announce M&G about 10-14 days in advance
- Send q follow-up 4-5 days in advance
- If you RSVP, call to remind 2-3 days in advance
- Late Saturday (5:00pm) seems a popular time
- Include on your invitation that you’ll provide light snacks & wine, beer, etc.
- Station a greeter at the door
 - Welcome
 - Have people sign in & fill out a name badge
- Follow an Agenda
 - Allow people to mingle for 10-15 minutes
 - Introduce candidates, video or speakers
 - Discuss issues of interest or concern
 - Explain volunteer opportunities
 - **ASK FOR VOLUNTEERS – ALWAYS**
 - Be sure to follow-up with them
 - Match volunteers with their interests (calling, canvassing, etc.)