

ORGANIZATION TIPS

1. **Recruit Volunteers:** Chances are you will need extra help at your event and getting quality volunteers is a great idea but it's an idea that takes time, so get started. We have some ideas for you: [SEE OUR VOLUNTEER GUIDE ON PAGE 3](#) of our Organizer's Toolkit and [RSVP for our Sept. 16 webinar](#) that focuses on recruiting volunteers as well as being prepared to talk about voting with you community.
2. **Gather Supplies:** If you're going to be registering people to vote, you're going to need stuff - lots of it. Clipboards, pens, table decorations, and most importantly, voter registration forms! Need a refresher on how to handle the forms and any rules around them? Check out this guide that offers [STATE-BASED VOTER REGISTRATION RULES](#).
3. **Create a Run Sheet:** The best way to make sure your plans for September 24 are in order is to create a detailed, minute-to-minute breakdown of the day. Sounds exhausting, right? Good thing we have a sample run sheet for you already. [SEE THE SAMPLE RUN SHEET ON PAGE 10](#) of our Organizer's Toolkit!

COMMUNICATION TIPS

1. **Remind Members about Your Event:** If you've already registered your event with us (and it's up [on the map](#)), now is the time to let your members and others in your orbit know about it with a quick email detailing the location, date and time for your activities. Need some assistance for that email? [SEE THE SAMPLE EMAIL ON PAGE 10](#) of our Communications Toolkit!
2. **Social Media Countdown:** You've reminded your members now remind the world about your event using Facebook, Twitter, Instagram and whatever other social platforms you have! Be sure to tag your posts using **#NationalVoterRegistrationDay** and our secondary hashtag **#VoteReady** to make sure it's seen! Need some examples? [CLICK HERE FOR SOCIAL MEDIA COUNTDOWN GRAPHICS](#).
3. **Follow Up with Influencers:** The only people left to remind now are the influencers in your orbit -- these are the people and organizations with big social followings, large email lists and lots of connections you need! Do you have a media advisory? Let them know! Got a press release? Tell 'em! Need help with any of those press materials? We've got you! [SEE PRESS TEMPLATES ON PAGE 14](#) of our Communications Toolkit!