



# Event Checklist

**Host Organization:** \_\_\_\_\_

**Partner Organizations:**

\_\_\_\_\_  
\_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

## Pre-Event:

- Identify Partner Organizations
- Host an Organizational/Planning Meeting
- Identify Activities to Host during Voter Registration Event
- Contact Your County Clerk's Office to do on-site voter registration and/or voter training
- Order Voting Guide Booklets from [The Governor's Council for People with Disabilities](#)
- Invite Government Officials/Candidates
- Contact [Indiana Disability Rights](#) for resources they have on voter rights
- Recruit and Train Event Volunteers
- Send Press Alert and follow up with Media Contacts
- Send E-blast
- Promote using social media -- use event hashtag #CountUsIn
- Contact Members of the Local Media
- Ask Local Business for In-Kind Contributions

## Day of Event:

- Contact Local Media Regarding Their Participation
- Provide Last Minute Volunteer Training
- Assist County Clerk's Office staff in setting up voter registration and/or voter training
- Welcome and Greet Guests, Community Members, Government Officials/Candidates, Media
- Capture the Number of People in Attendance
- Ask attendees to complete contact cards for more information from The Arc/SAI/DSPIN/INARF
- Promote using social media -- use event hashtag #CountUsIn
- Take photos of event attendees, Government Officials/Candidates, community members

## Post-Event:

- Update Your Communication List Serves and Send a Thank You e-Blast to Attendees
- Send thank you notes to Government Officials/Candidates and Community Members for attending
- Send a Press Release with Your Event's Results and photos
- Complete the Campaign Results and Evaluation Form and return to SAI/INARF