

HELPFUL HINTS / GUIDELINES TO HOSTING A LOCAL PLATFORM MEETING

BEFORE THE EVENT

How many people do you expect?

What size site will accommodate that and perhaps a little bit more? Better to be too big than too little.

What kind of sites would be available at no cost?

Hints: Many organizations have community rooms that are available:

Condominium and apartments

Senior centers

Child care centers

Community service organizations (ie YM/WCA, Salvation Army, etc.)

Churches and synagogues

Local library

Local government

Make sure that whatever site you choose is accessible either by public transit or has available parking.

Make sure that the site is accessible to the handicapped.

DAY OF EVENT

Have pad of paper for sign-up sheet; ask for names, addresses, emails

Light refreshments -- water, juice, cookies -- is a nice touch.

Double check that space is reserved for your event.

Place on table:

Sign up pad

Obama for America materials, including copies of 1992 and 2004 Platforms

Voter Registration Forms (get from local City Hall's City Clerk's office)

A large dry erase board or a large flip-chart paper, large markers and easel will help keep track of ideas, votes, and results.

Have fun!