

HOUSE MEETING CHECKLIST

Before the meeting:

- ☐ **Register your house meeting at <http://bit.ly/housemeeting>.** This information will give our Communications staff the information they need to make an online form you can use for your RSVPs.
- ☐ Create your turnout goal. Don't forget your organizer math. You need 3 times the amount of yeses you want to show.
- ☐ Write your turn-out plan. You want to start 2-3 weeks before. Face to face asks are the most effective but you should layer your plan with emails, phone calls, flyers using your online form link. Contact Meighan or Dan if you would like to invite other MSEA members in your neighborhood.
- ☐ Make copies of your flyer. If you do not have a local office to use, coordinate with Meighan and Dan.
- ☐ Make sure you have called friends and neighbors at least 10 days from your meeting, don't forget to track your yeses using the online form.
- ☐ 1-2 days before your meeting, make reminder calls to your yes list.
- ☐ Day of your meeting text your yes's with a reminder (including street address & time) and ask if they have any questions about the meeting.
- ☐ Read your meeting agenda a couple of times until you are comfortable with it.

During the meeting:

- ☐ Make sure everyone signs in as they arrive.
- ☐ Start on time, and end on time.
- ☐ Go through the ground rules and get consensus on approval.
- ☐ Pass out and collect commitment cards.

After the meeting:

- ☐ Fill out the meeting debrief sheet.
- ☐ Return cards, sign-in sheet, and debrief sheet to Meighan or Dan or take Photos/scan them and email them to ourmoment@mseanead.org. You can also fax them to 410-263-7391.