

# chapter 11

## CHECKLISTS

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## #2 FORMING A CAMPAIGN COMMITTEE

### Actions by Candidate and Organizing Committee:

- Appoint Chairman of the Organizing Committee
- Select a secretary or note-taker
- Establish a schedule of committee meeting dates.
- Set a target to date to form the Campaign Committee
- Review the political situation: issues, opposition, community attitudes, name recognition, support bases
- Check voting patterns in recent elections
- Gather information on filing dates and requirements
- Get the Campaign Financing/Ethics Manual and forms
- Gather costs for printing, mailing, advertising, Web site.
- List supporters, contributors, volunteers
- Draft preliminary budget
- Plan and begin fundraising
- Open bank account
- Start Web site construction
- Print Candidate Fact Sheet
- Print Pledge/Endorsement/Volunteer cards
- Decide general campaign strategy
- Decide campaign organization
- List campaign materials in priority order
- Set tentative date to announce candidacy; plan event
- Form the Campaign Committee

### NOTES

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## #10 CAMPAIGN MATERIALS

Campaign Materials	
Priority Items	Administrative Materials
<input type="checkbox"/> Campaign plan <input type="checkbox"/> Budget <input type="checkbox"/> Candidate Fact Sheet <input type="checkbox"/> Pledge/Endorsement/Volunteer cards <input type="checkbox"/> Web site and e-mail address <input type="checkbox"/> Nomination papers <input type="checkbox"/> Qualifications statement <input type="checkbox"/> Petition in lieu of filing fee <input type="checkbox"/> Lists: supporters, contributors, volunteers <input type="checkbox"/> Bank account <input type="checkbox"/> News releases <input type="checkbox"/> Photograph (face) <input type="checkbox"/> Scheduling calendar	<input type="checkbox"/> Checklists <input type="checkbox"/> State election law manual & forms <input type="checkbox"/> Financial records <input type="checkbox"/> Voter lists/labels/maps <input type="checkbox"/> Postal information <input type="checkbox"/> Sign ordinances/fees <input type="checkbox"/> Letterhead/envelopes <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Newspaper clippings <input type="checkbox"/> Scrapbook

Basic Campaigning Materials	Optional Additional Materials
<input type="checkbox"/> Brochure(s) <input type="checkbox"/> Fact sheets <input type="checkbox"/> Flyers/leaflets <input type="checkbox"/> Signs and posters <input type="checkbox"/> "Dear Friend" cards <input type="checkbox"/> Invitations for events <input type="checkbox"/> News releases <input type="checkbox"/> Advertisements <input type="checkbox"/> Phone Bank materials <input type="checkbox"/> Thank you letters	<input type="checkbox"/> Bumper stickers <input type="checkbox"/> Video tapes <input type="checkbox"/> Audio tapes <input type="checkbox"/> Slide shows <input type="checkbox"/> Motion pictures <input type="checkbox"/> Position papers <input type="checkbox"/> Newsletters <input type="checkbox"/> Target group mailings <input type="checkbox"/> Advertising inserts <input type="checkbox"/> Ad/Editorial reprints <input type="checkbox"/> Cartoons <input type="checkbox"/> Door hangers <input type="checkbox"/> Novelty items <input type="checkbox"/> Balloons

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## #17 INVITATIONAL EVENTS: FOOD & BEVERAGE COMMITTEE CHECKLIST

(Use after type and nature of event is decided.)

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### General Planning

- Menu (snacks/meal)
- Caterer arrangements
- Volunteers catering
- Food purchase/storage
- Food servers
- Surplus food disposal
- Garbage/trash disposal
- Bar/beverage list. Purchase and storage.
- Surplus disposal plan
- Bar open/close times
- Bar ticket sales
- Meal ticket collection

### Bar Service Equipment

- Bar tools
- Glasses
- Napkins
- Bar towels
- Trash bag

### Meal Preparation Equipment

- Refrigerator
- Storage area
- Stove
- Pots and pans
- Cooking utensils, hotpads
- Condiments/spices
- Serving dishes
- Garbage can/bags. Trash bags
- Washing facilities. Soap/towels
- Paper towels

### Meal Service Supplies

- Plates, cups, saucers
  - Knives, forks, spoons
  - Napkins
  - Salt & pepper shakers
  - Condiments
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