

UUSJ Voter Information Table Checklist

Use this checklist to set up a Voter Information Table at your congregation so everyone knows about your congregation's UU the Vote activities and what is happening at partner organizations for voter registration drives, candidate forums, and Get Out the Vote activities.



**MOBILIZING TOWARDS
ELECTORAL JUSTICE**

- ☐ Obtain tables, chairs, tablecloth
- ☐ Set up table decorations such as banners, balloons, displays
- ☐ Have appropriate signs: Voter Registration Information, Volunteer Here for Voter Mobilization, Make a Pledge to Vote, Vote early – Get Information Here, etc.
- ☐ Display signs -- acrylic 8.5x11 tabletop picture frames work well
- ☐ Have the following statement visible at the table: "Our voter registration services are available without regard for the voter's political preference"
- ☐ Have 2-3 trained volunteers to help answer questions
- ☐ Have handouts of partner lists
- ☐ Provide flyers for voting mobilization opportunities
- ☐ Provide state voter information handouts from your election office(s)
- ☐ Provide UU the Vote and UUSJ brochures and handouts
- ☐ Maintain a volunteer sign-up sheet
- ☐ Have clipboards available for ease of writing
- ☐ Have paper and pens available
- ☐ Have 1-2 laptops/tablets set up on a side table for access to personal registration status and specific state registration and voting rules; test WiFi connection; have links to state information pre-loaded

Tips for Table Organizers

- ▶ Set dates, times, and locations for your table
- ▶ Recruit and train volunteers to help. Get their contact information (email and phone number) and schedule their help.
- ▶ Promote presence and schedule of your table to the congregation through announcements and newsletters
- ▶ Provide list of links to partner and voter information sites
- ▶ Print/collect signs, materials, handouts and supplies ahead of time
- ▶ Obtain information from your state(s) election offices ahead of time
- ▶ Identify volunteers to set-up and take-down the materials
- ▶ Make sure materials are available for all states if your congregation is multi-state
- ▶ Questions? Contact vote@uusj.org

Printable Materials for Registration and Mobilization Tables

- ▶ UUSJ Volunteer Sign Up Sheet
- ▶ Register to Vote
- ▶ Volunteer Here for Voter Mobilization Events
- ▶ Make a Pledge to Vote
- ▶ Vote Early, Get Information Here



MOBILIZING TOWARDS
ELECTORAL JUSTICE

Volunteer Sign Up Sheet

(Please Print)

Congregation _____

Name	Address, City, Zip	Phone/Email	Volunteer Type(s) <i>Staff Table / Voter Registration / Drive to Polls Phone Banking / Literature Drops / Etc.</i>



Make a **PLEDGE** To Vote

Register to Vote





Volunteer Here
for voter mobilization events



VOTE Early
Get Information Here