



House Party Letter Writing Kit

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Party Date: _____

Time: Pick a time that works for you







www.ProgressNowAction.org

Questions? Call or email Maria at 303-991-1900 or maria@progressnowaction.org

Planning Your Party

1. If you have not signed up to host a house party you may do so at: www.ProgressNowAction.org/events
2. Pick a date and time that works for you.
3. Invite at least 30 people with a goal of 10 guests in attendance.
4. At least one day before your party, go to <http://www.progressnowaction.org/myprogress> to download your list of voter names and addresses.
5. Have each guest write at least 10 letters.
6. If you have any questions contact Maria at maria@progressnowaction.org or 303-991-1900.

Reminder List

-  -Send out a reminder email or direct phone calls to your invited guests at least 2 days before your event
-  -Have all necessary materials ready for all of your guests; paper, pens, envelopes, stamps, etc.
-  -Don't be afraid of assigning tasks to your guests, such as bringing supplies
-  -The day before your event download names of voters from our site by logging onto your "My Progress Page"
-  -Have Fun
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At Your Party

1. Have each guest write at least **10** hand written letters to Colorado voters.
2. Don't forget to download names and addresses at:
<http://www.progressnowaction.org/myprogress>
3. Limit each letter to no more than 5 paragraphs.
4. Make your letter is personal-it's the most effective way to communicate with other voters. Tell them in the first paragraph who you are and why you are writing.
5. Identify a few key talking points that you want to get across in your letter
6. Don't forget to say in your letters that the election is on **November 7, 2006** and if they have questions regarding where and how to vote they should contact the Colorado Secretary of States office at: 303-894-2200 or <http://www.elections.colorado.gov/>
7. Make sure you have placed the appropriate amount of postage on your letters.
8. Take digital photos of your party so you can share them with us. Afterwards we'll publish an many as we can at www.progressnowaction.org

After Your House party

1. Collect the letters at the end of the house party and post them by the next day.
2. Email maria@progressnowaction.org and tell her all about your party. Don't forget to send her your photos too!