



CHECKLIST

The aim of Action Saturday is mobilise as many members into our priority areas to provide them with the training to be effective campaigners, so that we are ready to win the next general election.

The format of the event is:

- An earlier meeting time and indoor meeting point for first time campaigners to have a full briefing session
- Doorknocking in your target ward(s)
- Social lunch (this is optional)

For the event to have the highest impact in your area, you need to be prepared and well organised. The checklist below is a step by step guide to ensure you get the most out of the additional volunteers.

TWO WEEKS TO GO

- Contact all your members to ensure they know about the event.
- Identify Board Runners
- Identify Drivers
- Identify who will provide the food for the social
- Arrange a time to brief key stakeholders and experienced volunteers about Action Saturday
- Book a venue for and advertise training for Board Runners
- Brief your key stakeholders and experienced volunteers about Action Saturday and agree the areas you are going to door knock
- Hold a training session for your board runners
- Use the weekend's door knocking as a practice run for your newly trained board runners
- Hold a phonebank to contact members to encourage them to come to the event.

ONE WEEK TO GO

- Contact all those members who have signed up for the event to remind them
- Reconfirm with your board runners, key stakeholders and experienced volunteers that they can attend. If possible, allocate them to rounds.
- Read the attached note for full details of how to run the pre door knocking briefing
- Print the resources for the training session (e.g. Board holder briefing, door knocking briefing)
- Make sure you have a sign in sheet for all attendees
- Based on your RSVP list, assemble your canvassing packs. Make sure you have more rounds than the number of people you are expecting so you do not run out of work.

In all your packs, you should include:

- VID sheets
- Outcards/leaflets
- Pin and Session ID for Doorstep App users
- Postal vote sign up forms
- Labour Party membership forms
- Individual Electoral Registration (IER) forms
- IER cards
- Voter ID script
- Window posters (in the run up to an election), ideally with blu-tac or adhesive tape
- Some blank A4 paper to make notes
- A canvassing briefing
- Casework/issue forms
- Maps (*one for the round with the roads to be canvassed highlighted and one showing the location of the social afterwards*)
- Name and phone number of the board runner and the event organiser