



## **NOG HOST MEETING PLAN CHECKLIST**

- \_\_\_ **Outline Plan for NOG Meeting**
- \_\_\_ **Identify important issues (what, when, where, who)**
- \_\_\_ **Invite NOG Event Attendees [using "circle of Influence"]**  
*(friends, neighbors, co-workers, school and church affiliations, service providers/ doctors, lawyers, realtors, local/state candidates, TCDP Committee Members, etc.)*
- \_\_\_ **Select Alternate NOG Host & Clean-up Helpers**
- \_\_\_ **Discuss agenda & talking points with NOG Launch Team**
- \_\_\_ **Consult with local Democratic Clubs and Campaign Organizations**
- \_\_\_ **Utilize all available technology (NOG Launch Team, TCDP & Precinct Dev Group)**
- \_\_\_ **All NOG Events must be scheduled - Bitsie Welch, NOG Field Coordinator**  
*[ Please email Bitsie @ [bitsie\\_nog@yahoo.com](mailto:bitsie_nog@yahoo.com) on the TCDP Events Calendar]*
- \_\_\_ **If NOG Trainer is required, please schedule with the NOG Field Coordinator**
- \_\_\_ **Prepare Precinct Info Sheet (local, state and nat'l candidates on ballot)**
- \_\_\_ **Prepare NOG Trainee Packet**  
*(Agenda, Sign-In Sheet, NOG Brochure, Calendar-Important Dates, NOG Host Precinct Worksheet, Instructions to Register Event with TCDP HQ, CD/DVD Instructions)*
- \_\_\_ **Decide on refreshments, meeting location, set-up, etc.**
- \_\_\_ **Reminder communication to NOG Participants (email, phone calls)**
- \_\_\_ **NOG Host follow-up with PC, Precinct Captain, or NOG Field Coordinator**
- \_\_\_ **Plan at least (6) NOG Meetings prior to 2008 November Election**