# A Voter Registration Checklist

**PREP**
- Make a plan: choose tactics or approaches, time and place, who’s involved
- Recruit and train staff/volunteers as needed
- Review how to do voter registration in your state-filling out and returning forms
- Have a process to store and return forms
- Contact your local election office - [www.nonprofitvote.org/voting-in-your-state](http://www.nonprofitvote.org/voting-in-your-state)

**SUPPLIES**
- State registration forms. (Use the federal form or Rock the Vote online tool for people out-of-state)
- Sample scripts
- Register to Vote posters
- Stickers to identify volunteers
- Giveaways

**SET UP**
- Table and chairs
- Table decorations: balloons, banners, displays
- Handouts: (sample list)
  - Facts about voting in your state
  - Flyer on an upcoming event or new service
  - Information on the next election

**PROMOTION**
- Let staff and volunteers know about your voter registration activity