

# VOTE411.org Checklist

	WHAT	WHO	BY WHEN
1.	Decide the elections to cover. (Not limited to communities in local LWV; need to coordinate with other area LWVs.)		
2.	Call the County Clerk's office for official list of candidates and their addresses and party affiliation—if a partisan election. Ask for an email to avoid error and create official record. (For Monmouth County, call Felicia at 732-431-7324 X8742, and identify yourself as calling for the LWV.)		
3.	Track down candidate emails. (Try campaign websites, findpeoplesearch.com, Facebook.) If all else fails, call if you have a phone number or send a snail mail letter that is a copy of the introductory email available on VOTE411.com.		
4.	Create 3 to 5 questions to ask the candidates and set the CHARACTER (not word) limit. (Get input from fellow LWVers, get ideas from questions already posted on VOTE411.)		
5.	Decide what biographical information you want candidates to post and the character limit for responses. (Examples: Campaign address, campaign phone, website, campaign email, Twitter handle, Facebook page, current job)		
6.	Research and prepare background information on elected offices: <i>office name; length of term; salary; unexpired term, if any; duties if not obvious.</i> (Call the local Board of Ed or town hall.)		
7.	Visit the VOTE411 website: <a href="http://lwv.thevoterguide.org/login/hq.do">http://lwv.thevoterguide.org/login/hq.do</a> . Username: lwnvj Password: njnjus (The browser Firefox seems to work best when using VOTE411. If you can download it for free at <a href="http://www.mozilla.org/en-US/ferfox/new/">http://www.mozilla.org/en-US/ferfox/new/</a> )		
8.	Send Ted Dellinger <a href="mailto:ted.dellinger@gmail.com">ted.dellinger@gmail.com</a> the information to setup VOTE411 for your race. (#2, 3, 4, 5, 6 above).		
9.	Ted will send out the email invitation to the candidate (unless not email can be found and a snail mail letter has been sent)		
10.	Team member monitors the website for candidate responses and alerts Ted when an acknowledgement or a follow-up reminder needs to be sent.		
11.	Use all available media to promote VOTE411		