



## IndivisiChill Post-Election Moving Forward Party Checklist and Timeline

Everything is easier with a checklist: planning a party, visiting a district office, saving democracy. Everything. So we put together this sample checklist to make your IndivisiChill planning as err...chill has possible. Print this checklist, decide on roles and tasks, follow-up, and check them off as you go. Bam! Party planned!

### Three to four weeks prior:

- Decide on roles and tasks: You can find a list a more detailed list of each of these roles [here](#).
  - Party czar (tracker of the tasks):
  - Vender finder and venue liaison:
  - Invitation sender and RSVP tracker:
  - (If Potluck) Food , drink, ice tableware coordinator:
  - Social media poster:
  - Printed materials bringer:
  - Event set-up (2-3 people):
  - Greeters (3-4 people):
  - Emcee:
  - Music/Sound System (if needed):
  - Clean-up:
  - Other:
  - Other:
- Pick date and time, list here:
- Find venue, list here, with address:
  
- [Upload your event to the Indivisible map](#) (remember: choose Celebration event type!)
- Choose invitation software (Evite is easy), list here w url:
- Post event on your Facebook group, page and website (as appropriate)

## Two weeks prior

- Confirm venue
- Send email invitations (remember to send the link you created when you registered on the Indivisible map for a suite of host tools!)
- Post on social media
- Plan social time. We have a [Spotify Resistance mixtape](#) for you or some [rad resistance board games](#). You can play them or give them out in raffle (or both).

## 1 week prior

- Review food, drink & tableware situation
- Organize materials to bring ([see Party Lists in the toolkit](#))
- Draft text of any announcements, asks and CTAs

## 3 days prior

- Are reminder invites scheduled?
- Send DM message to Invite “maybe” or “interested” people on your Facebook event listing
- Double check and confirm venue
- Review party plan—what time will set-up arrive?
- Collect all materials
- Does emcee have script/plan in hand? Calls to action for your attendees?
- Any carpools to arrange?
- Make paper plate awards or gather materials for the drawing

## 1 day prior

- Buy last-minute decorations.
- If potluck, any food or drink missing?

## Event set-up

### **Pre-Party Set-up**

#### **CHECK-IN TABLE**

- Tablecloth
- Name Tags
- Markers

- Just-in-case Tape
- Sign-in Sheet
- Ice Breaker Instructions
- Ice Breaker Materials (if you're running an ice-breaker)
- 100 Days Info Sheet and Sign In
- Prize tickets (if you're holding drawings)
- Container for Prize tickets
- Container for donations

#### **OTHER TABLES or STORED (optional)**

- [Resistance Board games](#)
- Paper, pens, pencils if needed for games
- Framed photos of key moments in your resistance to give away

#### **FOOD TABLES for Potluck**

- Food-Appetizers, Salads, Main Course, Munchies, Dessert, Crackers
- Drinks
- Soft Drinks
- Cups, plates, napkins, utensils

#### **GARBAGE/RECYCLE STATIONS**

#### **SOUND SET-UP IF NEEDED**

#### **MUSIC**

- Resistance Mixtape on Spotify:  
<https://open.spotify.com/playlist/1EwLqE24qEQkWZFnmFNLNA>