



PRE-SWEEP CHECKLIST

INITIAL PLANNING

- Organizing/coordinating team assembled. Roles and specific tasks assigned.
- Location chosen.
- Date and rain date scheduled, location is available. Event cancellation process (time by which notice will be sent) set.
- Gear / visibility materials ordered.
- Cleaning materials (brooms, dustpans, shovels, gloves, trash bags, etc) ordered.
- My.BarackObama.com event created.
- Local Obama and Democratic organizations contacted about participation.
- Voter registration [if occurring] investigated with local Democratic party.

THE WEEK BEFORE

- Press release written and sent out.
- Sign-in sheets created, as well as volunteer sign up sheets (for future work with campaign).
- Routes planned.
- Sweep Team Leaders chosen and trained. [In larger events, they head up groups of volunteers on a given route.]
- Voter registration training completed. [If applicable.]
- Rubbish disposal planned.
- Found someone to take pictures/video [if occurring].

THE DAY BEFORE

- Gear/visibility materials/cleanup materials moved to or near location.
- Gear, visibility materials, sign-in sheets and volunteer sheets laid out, ready to go.
- Cleaning materials laid out, ready to go.
- All information for volunteers/ Sweep Team Leaders ready to go.
- Process established for collecting cleaning materials at end of event.

THE DAY OF

- Arrive early, and have fun!
- Collect cleaning materials at the end of the event.