

IT'S AS EASY AS 1, 2, 3...

1. PREPARE:

- Invite your friends, neighbors and coworkers. Send them an e-mail (see attached sample e-mail), call and energize them to attend.
 - > **Tip:** *It's a rule of thumb for this kind of event that half of the people who say they will attend will actually do so. Invite more people than you want to show up!*
- Make an agenda for the party (see attached sample agenda).
- Photocopy any materials you would like to hand out, including the Constitution Voter petition, for each attendee to gather pledges. If 10 attendees each collect 10 signed pledges, that's a hundred more voters for the Constitution!
- Decide on snacks and purchase them, or ask your attendees to bring an item.
- Remind your attendees a day or two before the party.
- Provide a sign-in sheet so attendees can receive ACLU Action Alerts and volunteer to host additional parties.

2. HAVE FUN:

- Welcome your guests and ask them to introduce themselves.
- Stimulate discussion with questions provided by the ACLU. Highlight what it means to be a Constitution Voter. Use the Constitution Voter brochure for ideas.
- Stay focused on the subject and agenda.
- Ask your guests to take action by signing the Constitution Voter pledge. Also encourage them to take a petition and collect their own pledges.
- Remind everyone to sign up for action alerts and to host their own party.
- Take pictures.
- Thank everyone for coming

3. FOLLOW-UP:

- Remind people to turn in their petitions full of signatures.
- Let us know how it went and send us your pictures!

**Have other party agenda ideas or want
to tell us about your party? Send them to: field@dcaclu.org.
Send Photos to: constitution@aclu.org.**

SAMPLE AGENDA

- I. Guests arrive (7:00-7:10)
 - Have your guests sign-in.
 - Ask your guests to sign up for the ACLU Action Network.
- II. Meet and Greet (7:10-7:20)
 - Welcome.
 - Have everyone introduce themselves.
 - Go over the agenda so they know what to expect.
- III. Hand out (7:20-7:25)
 - Hand out brochures, pledge forms, door hangers, printable buttons and any additional material you may have received from the ACLU.
 - Read a few highlights.
- IV. Discussion (7:25-8:00)
 - Have a few possible discussion starters.
- V. Take Action! (8-8:15)
 - Write a letter to the editor.
 - Sign the petition.
 - Ask everyone to take a pledge form and collect more pledges.
 - Next steps: what other activities could people participate in? Ask everyone to host their own Constitution Voter party. Use an example: Explain to your attendees that if five of them held viewing parties and 10 people came to each, we'd be able to include 50 more people in the campaign.
- VI. Wrap-up (8:15-8:30)
 - Thank everyone for coming.
- VII. Post Party
 - Follow-up with attendees and have them turn in their pledge forms full of pledges.
 - Contact the ACLU to report back and send in your pictures and Action Network signups.
 - Send a thank you note to attendees.

MATERIALS NEEDED

1. Agenda
2. Sign up sheet
3. Sample letters to the editor
4. Pledge forms
5. Brochures
6. Buttons
7. Window and table signs

FIVE THINGS YOU CAN DO TO START TO TAKE OUR COUNTRY BACK AND MAKE SURE THE NEXT PRESIDENT PROTECTS OUR CIVIL LIBERTIES!

1. **Sign the Pledge.**
2. **Talk to others about the need to take action:** Ask friends, colleagues, family and neighbors to sign the pledge.
3. **Write a letter to the editor:** Get the word out through newspapers, newsletters, blogs, personal websites, academic publications and more. Also, see the sample letter to the editor provided.
4. **Take Action through ACLU Action Alerts:** Sign up to find out important ways that you can take action. Visit www.action.aclu.org/getemail and click on "Take Action!" (left column). We'll provide further information on other exciting opportunities to join in our campaign, such as national conference calls, town halls and web-chats.
5. **Host your own House Party:** Contact the ACLU Field Team to get more information about holding a house party at field@aclu.org.

Educate yourself further about the issues involved:

Go to <http://www.aclu.org>
to find out more information about the issues.

TIPS FOR WRITING LETTERS TO THE EDITOR

A letter to the editor is a concise opinion generally written in response to a current issue or published article. A sample letter is attached.

WHAT SHOULD BE IN YOUR LETTER?

- Try to comment on a specific story in the paper. For example, “In response to your article/editorial/column titled “_____” (published XX/XX/2008) on NSA wiretapping, I think that...” or “it is clear that...” If a publication receives multiple letters on the same subject, the editor will choose one that says something in a new way or takes a unique angle.
- Be clear and concise. Most papers want letters of 250 words or less, usually less. And if your letter is shorter, it is not as likely to be cut.
- State your point early in the letter and support it with facts. Use talking points from the ACLU to support your position.

HOW SHOULD YOU SEND YOUR LETTER?

- Know and follow the policies and specifications of the publication to which you are submitting your letter. This information is typically available on the newspaper’s website or letters page.
- Always include your name, organizational title (if applicable), address and daytime telephone number.
- If you are e-mailing the submission, include only one e-mail address in the To: field. Don’t send to editors via Cc: or Bcc:. Send your letter in the body of the e-mail message, not as an attachment.
- Don’t submit the same exact letter to multiple papers—vary it to reflect the audience of that particular paper or make a different point. And if a paper has already run another of your letters in the past month or two, try a new venue.

AFTER YOUR LETTER IS SENT....

- If your letter is published, get a print version of the letter with the front page banner of the paper’s name and the date for your records. Also, be sure to email or fax a copy of the printed letter to the ACLU Washington Legislative Office. You can fax it to 202-544-1440 or e-mail it to field@dcaclu.org.