

## Voter Registration Events: Checklist

### All tables should be equipped with:

1. Participant Sign-in sheet: [DA Events](#) or [VFA \(non-partisan\)](#)
2. [Guide to Submitting FPCAs--VFA \(Upd: Dec 2019\)](#)
3. [2020 SPECIAL ELECTIONS](#)
4. [Voting From Abroad FAQs \(2020\) \[VFA\]](#)
5. Downloaded PDF version of [Voter Assistance Guide \(VAG\)](#) (have on tablet or laptop)  
-Or- printed copy (very bulky)  
\*Be sure to check for all Errata updates: [www.fvap.gov/guide/errata](http://www.fvap.gov/guide/errata)
6. Pens
7. Blank white paper (to provide signature to photograph and upload to form)
8. Smartphones with apps to scan signed FPCAs to send as a Fax  
(For apps, search for “free free fax app for Android/iPhone”)
9. Envelopes--C4 or #10 size (to mail in signed form if needed)
10. \*Postage paid templates (if diplomatic pouch, military mail or US mail available):  
> [FPCA C4 Postage Paid Template](#) or [FPCA #10 Postage Paid Template](#)  
> [FWAB C4 Postage Paid Template](#) or [FWAB #10 Postage Paid Template](#)  
[\*if close enough to election date]
11. Optional: Stamps for postage to US  
[provided to voter at cost, FEC rules say we can't give away for free!]
12. Banners, business cards and signs  
> VFA and DA downloadable graphics: [DA Wiki Logos & Graphics](#)
13. Giveaway treat: cookies, candy, etc
14. Flyers for upcoming events

### In addition, if Event has Internet connection:

1. One or more Laptops connected to [www.VoteFromAbroad.org](http://www.VoteFromAbroad.org), (also have a tab open to the online Voter Assistance Guide (VAG): [www.fvap.gov/guide](http://www.fvap.gov/guide))  
*\*Use “incognito mode” or “private window” to ensure voter’s information is not saved inadvertently*
2. Laptop power adapter
3. Wifi connection OR or a smartphone with a Wi-Fi hotspot
4. Printer -- to print out the form for fax or mail submission (not needed for email submission)
5. Printer power cord
6. Cable between laptop and printer ( if needed)
7. Powerstrip with extension cord
8. Paper for printer
9. [Fillable FPCA](#) downloaded on laptop (as backup)
10. [Fillable FWAB](#) downloaded on laptop (as backup) [\*if close enough to election date]

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Or, if Event does NOT have Internet connection, also have:

1. Multiple blank [Federal Post Card Application \(FPCA\)](#) forms
2. Multiple blank [Federal Write-in Absentee Ballot \(FWAB\)](#) forms [\*if close to election date]
3. Clipboards (to write on when filling in form)
4. Volunteers assigned separately to:
  - a. obtain contact information for voters via sign-in sheet
  - b. review hand-written FPCA for legibility, signature and date
  - c. review VAG for specific State requirements and updates
  - d. obtain LEO contact information from VAG