



Caucus Organizing Guide

for NPC National Straw Poll Organizers

November 9, 2007

Step 1: Welcome Everyone

- Your Caucus is probably the first step that participants are taking to really make a difference in the primary process. Note that this is a critical dry run for National Caucus Day—December 7th—so feedback is welcome and will be greatly appreciated.
- Remind everyone of our goals tonight:
 - To prepare for the important task of selecting our next president by taking the time we need to discuss and deliberate with others here tonight.
 - To help revitalize our democracy by contributing to national political dialogue through our local event; Similar caucuses will be happening all across the country tonight and again on December 7th!
- Invite anyone with a video camera to film or shoot photos that can be posted later to help build momentum online for the December caucuses. Several media outlets have also indicated interest so your footage could be in the news!
- Give everyone a sense of the agenda and the time frame, and get started!

Step 2: Caucus! Caucus! Caucus!

As the caucus organizer, here's what you'll need to do:

1. Facilitate discussion by allowing everyone to speak. Ask open-ended questions that will enable the group to prioritize the top issues and candidates for your caucus.
2. When you're approaching the time limit, ask each participant to verbally state his/her candidate preference one at a time, while you tally the results.
3. Report the results to the group for ratification before logging onto NationalCaucus.com to report the aggregated results.
4. Adjourn in celebration of each other's effort to make a better election!

Step 3: Report Your Results

This is the final and most important step of the process!

Immediately following your caucus, please go to <http://www.nationalcaucus.com/caucus-results> to report the results of your caucus. The page will ask you to list the top candidates and issues for your group, as well as a few key details about your event (e.g. location, size, party affiliation).

Once every caucus reports their results, we'll post a summary to the NationalCaucus.com blog that you can share with your participants, so please don't delay!

Step 4: Share Your Caucus Results

Once you've reported your official votes, take a few minutes to share your success with the rest of the world:

- Did you or anyone write a blog, take pictures, or shoot video during your caucus? Send an email to info@nationalcaucus.com with links to your photo(s), videos, and/or blog posts. If you don't know how to post them, just email them in. We'll be highlighting the best of the best on www.NationalCaucus.com, so send us your best shots!
- Upload your video to YouTube.com and tag the video with "NationalCaucus" (one word) so that we can easily find and highlight your video.

Still have questions about organizing your National Presidential Caucus? Just email us at info@nationalcaucus.com. We're happy to help!

Caucus Checklist: Don't forget to bring these items to your event:

- This guide
- Pen and paper
- Your digital camera
- Video camera (or have someone else video if possible)
- (Optional) Sign-in sheet, so that you can thank those who attended and invite them to the December 7th National Caucus!