**VOTER REGISTRATION/PHOTO ID EVENT PLANNING GUIDE**

*Volunteers must attend a Voter Education Ambassador (VEA) training offered by the Madison City Clerk before participating in a Registration/Photo ID event. Find the VEA training schedule at the League of* *Women Voters of Dane County website:* [*https://www.lwvdanecounty.org/voter-service*](https://www.lwvdanecounty.org/voter-service)*.*

**BEFORE THE EVENT**

* Obtain permission from location director (if applicable)
* Confirm attendance of other volunteers (if applicable)
* Collect materials
* Forms
* Registration forms - State of Wisconsin
* Absentee Ballot Request
* Volunteer resources
* small poster with images of acceptable IDs
* POR list
* Electronic POR examples
* LWV-Common Cause ID flyers
* Materials for distribution
* City of Madison Voter ID brochure
* LWVDC info brochure
* LWVDC Registration/ID bookmarks
* Voter ID Coalition cab cards
* Sign(s)/banner to announce presence
* Clip boards
* Name tags
* General supplies - tape, pens, post-it notes, rubber bands, paper clips, *I Registered to Vote* stickers
* Computer use (when applicable)
* Confirm internet connection: Wi-Fi access, hotspot or devices have cellular access
* Obtain Wi-Fi password
* Set tabs for MyVote, DOT address change, Access Dane
* Review directions for taking screen shots
* Review procedure to email POR (if applicable)

**DURING THE EVENT**

* Register the voter following step-by-step guide - Helping Voters with Registration and Photo ID (see back)
* Confirm that the voter has an acceptable voter ID; if no, obtain voter’s name and phone number for follow-up in getting an ID at the DMV. Call the voter hotline (608-285-2141)
* Determine if the voter might need an absentee ballot request
* Provide information about polling location; provide information about upcoming elections
* Track activity for reporting (if applicable)

**AFTER THE EVENT**

* Thank location director and arrange future events (if applicable)
* Submit paper registration forms/POR to municipal clerk(s) (if not done by voter)
* Report event activity at <https://www.lwvdanecounty.org/voter-service>