

Local Unit Timeline

Season	Party Affairs	Field	Media
December, January, February NE	<p>Obtain updated copies of Party Platform and Constitution.</p> <p>Consolidate all campaign lists you have (volunteer lists, donor lists, lawn sign locations, event attendees, etc) and send them to the State DFL office, along with any corrections you have for contact information for your local unit</p>	<p>Schedule your unit calendar for the year (meetings, events, etc) that you can foresee. Send a copy of your calendar to the State DFL office to be included on the DFL website's master calendar.</p>	<p>Schedule unit media-message training.</p> <p>Send your unit calendar to the DFL media department and send them updates throughout the year.</p> <p>Ensure all members are signed up as members of the DFL Rapid-Response team.</p>
March, April, May NE	<p>Develop 2-year unit plan.</p>	<p>Designate a database manager for your unit. Chair should contact State Office to get username, password, and training on the online database, The Databank.</p>	<p>Form a Rapid-Response committee of individuals who will ensure DFL letters to the editor and editorials are written. Send committee members' names/ emails to the DFL media team so these individuals can be invited to participate in additional statewide rapid-response activities.</p> <p>Consider incorporating a letter-writing activity into every party-unit meeting.</p> <p>Develop a list of local, respected experts on at least the following topics: health care, economy, education, transportation. These people can serve as letter-signers, editorial writers, and even guest speakers on such issues at unit meetings. Send your list of experts to the State Party so the individuals can be incorporated into statewide media efforts/ opportunities.</p> <p>Identify a communications liaison in your local unit who can work directly with the state party and other local units.</p>
June, July, August NE		<p>Conduct Voter ID</p>	<p>Designate a group of people who can form a "crowd building" team. This team would build systems that allow the local unit to very quickly "turn out a crowd" at DFL media events in the area. This is one of the most useful resources your local unit can provide to campaigns – the ability to get BODIES to show up to support our candidates and our elected officials! Provide a contact person to all campaigns, elected officials, and the State Party.</p>

Season	Party Affairs	Field	Media
September, October, November NE	Create/Update unit handbook.	Recruit candidates to run in your district for all levels of office not currently held by democrats (School Board, City Council, etc.)	
December, January, February E	Hold a training for new caucus attendees Find Precinct Caucus locations and Caucus Conveners; send locations and conveners to the State DFL office by January 31.	Schedule your unit calendar for the year (meetings, events, etc) that you can foresee. Send a copy of your calendar to the State DFL office to be included on the DFL website's master calendar.	
March, April, May E	Send all caucus materials to state office: <i>keep copies!!</i> Hold initial unit meeting: define roles and responsibilities. Consider holding training for new delegates prior to State Convention.		
June, July, August E		Establish contacts with the campaigns of endorsed candidates in your area Help your unit get involved with local campaigns	Contact all DFL-endorsed campaigns in your area to give them your "crowd-builder" contact information for their media events, to provide a rapid-response liaison to the campaign, and to share your list of identified experts/leaders on various issues.
September, October, November E		Communicate campaign events to members of your local unit Help recruit new people to volunteer for campaigns Participate in campaign events (doorknocks, phone banks, visibility, fundraisers) Prepare and execute GOTV activities with the campaigns in your area	

NE= Non Election Year (Day after election is Fall NE)

E= Election Year (Begins one year prior to election Fall E)