2020 PRECINCT CAUCUS PACKET CHECKLIST FOR OU CHAIRS

These items should be included in every packet you prepare for precinct caucuses.

- **Precinct Envelope**
  Complete the information on the front. Place all materials for each caucus in this envelope.

- **Precinct Caucus planning guide** (for OU Chair use)

- **Organizing Unit Chair Instructions** (for OU Chair use)

- **Accessibility Guidelines** (for OU Chair use)

- **Precinct Caucus Report Forms** One set of these forms (3 pages).

- **Convenor/Caucus Chair Instructions** One copy of this multi-page document.

- **Attendee Handouts** enough copies for all attendees
  - Minnesota DFL Resolution Form
  - Precinct Caucus Agenda/Sample Rules/Caucus Basics

- **DFL Party Governing Documents** One each:
  - 2020 – 2021 Official Call
  - DFL Constitution & Bylaws
  - DFL Platform

- **Caucus Registration Affirmation** One sign.
  This sign must be displayed in the precinct caucus registration area.

- **Blank Registration Forms**
  Sufficient copies to register all attendees if not using Electronic Registration Tool

- **Electronic Caucus Registration Tool Instructions**
  If this system is being used at caucuses.

- **Non-Attendee Participation Form** 3-5 copies

- **House Caucus Letter** 1 copy to read or enough as a handout for every participant

- **Senate Caucus Letter** 1 copy for each precinct

- **Map or Description of Precinct Boundaries** (provided by each OU)

- **Local Information** (provided by each OU)
  Provide locations and times of local elections, party unit elections, pre-convention committee meetings, and any other relevant information.