

[No Time to Fail](#) Screening

Planning Document

Date: [Month] [Day], 2023

Purpose: To screen the film No Time To Fail to bring people into community, have discussions on the challenges that State election officials and poll workers are facing with the continued threats of Election Deniers, and engage people in opportunities to take action by advocating to the State for better election funding and recruit poll workers, our first human line of defense of our democracy. *If there are any State and local priorities, please add them here.*

Outcome: stronger community relationships with voters, partners, election officials, and poll workers; recruitment of new poll workers in districts with greatest needs because of disenfranchisement; and State advocacy on better election funding for election officials and poll workers to ensure all voters are able to access the polls. *If there are any State and local priorities, please add them here.*

Process: [virtual/hybrid/in-person] screen of the 60-min film, followed by a panel discussion and Q&A with democracy leaders and election officials, and digital call-to-actions, [including poll worker recruitment](#).

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When:

Where: [virtual zoom link (contact [LWVUS Organizing](#) if you need a link), hybrid, or in-person address]

Time:

Sponsors: League of Women Voters [State or Local Chapter],

[Pre-Event: promotion, registration, and identifying partners & panelist speakers](#)

What:	How:	Who:
Promotion and Registration	Registration Link for Sponsors and Participants (<i>what is the attendance goal and how will you achieve it?</i>)	
	For fundraising purposes for hybrid, in-person events: is there going to be a low fee for participants to join? <i>It might be a pay what you can opportunity as well</i>	
	Social Media Promotional graphic	
	League in Action activities	
	Inviting partners to sponsor and promote	
	Identifying and inviting Election Officials	
Identifying Venue	Virtual – zoom link set up	
	If in person- identifying and confirming venue	

	If it's in person or hybrid, confirm audio and visual capacity of venue (sound system, mics, screen to view movie, screen for virtual participants to be seen)	
Identifying Panel Speakers	Identifying democracy leaders and election official/poll worker to be a panelist	
	If you'd like someone from national partners, ask LWVUS	
Amplifying Message with Media	Identifying and giving interviews with local/state media to amplify message pre-event (<i>amplify the message on call-to-actions – consider if publicly providing the address of an in-person or hybrid event can be risky with opposition/election deniers</i>)	

During Event: set up and facilitators agenda

What:	How:	Who:
Set-Up	Virtual: check zoom space for audio, visual, and screen sharing of the film is in order (15-20 mins prior to event)	
	In-Person: set up of visuals, like banner, posters; set up of registration/check in table to ensure screening of participants, set up of SWAG/resources/materials to hand out, reserving front seats for panel speakers, checking Audio and Visual is in order	
	Hybrid: handling both virtual and in-person spaces	
League in Action	Registration and Sign in	
	Poll Worker Recruitment	
	Contact your State Board of Election and Legislators for Stronger and Better Funding for Election Officials, Poll Workers, and Elections	

Event Facilitators Agenda:

Time	What	Who
	Welcoming: Purpose overview, what's at stake, logistics (virtual/hybrid/in-person: restrooms, materials/resources/swag shared), includes exits in case of emergencies, identifying	
	Thanking sponsoring partners, Election officials, and other important leaders in the space	
	Overview of Program: the film that we'll be watching, followed by panel discussion with guest speakers, and Q&A's (if time permits). Lastly, we'll be asking you to take action (promoting poll worker recruitment – especially in	

	<p>underserved communities and districts, and calling on our State Board of Elections and Legislators for better funding (what will this look like?).</p> <p>As you're watching the film, please ponder of these guiding questions:</p> <ul style="list-style-type: none"> - What are the pressure points and challenges our election process in the State, election officials and poll workers are facing? Common Trends/Issues? <p>Lastly, as you're watching the film, write down your reactions or questions (or virtually – drop them in the chat).</p>	
	Social Media promotion: during the event, ask participants to share on messages on their social media from their toolkit	
60 mins	Film Screening	
	<p>Panel Discussion Agenda: <i>(if it makes sense for your events, let LWVUS Organizing know if you'd like us to pitch event to movie producer and national partners, like Power the Polls who we're working with to recruit poll workers, and National Voter Registration Day, who we're partnering up to have voter registration events)</i></p> <ol style="list-style-type: none"> 1. Top line reaction of the film to set the tone for the panel discussion 2. Introduction of panel speakers 3. Dive into the conversation, examples of prompt questions for speakers: <ol style="list-style-type: none"> a. What resonated to you of the film -? What are some of the similarities and differences for our State of what poll workers in Rhode island faced ? b. What are some of the challenges and threats facing poll workers and voters now? 2024? (themes of mis/disinformation; mistrust; pressure poll workers + election officials are facing) c. How can we be better prepared and equipped? What does support look like for you? d. How do we ensure that our polls in marginalized communities – Black, Brown, Immigrant, Trans and Queer, People living with disabilities – have the necessary support and that voters are empowered to go to the polls? e. What excites you and brings you hope/joy going into 2024? 	
	Thank the panelists and people, provide the call-to-actions (take a few minutes for people to take action right there), ask people to share the call-to-actions with friends	

	Close	
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Post-Event: follow-up + connecting to opportunities in 2024

What	How	Who
Thank you – Follow Up	<ul style="list-style-type: none"> - Thanking panelists and identifying opportunities to continue staying engaged, collaborate, and support one another - Thanking participants and sharing the ways that they can continue taking action post-event, including through League in Action, 	
State Legislative Advocacy	<ul style="list-style-type: none"> - Think through if there's an ask to connect to your upcoming State Legislative advocacy, especially around better funding 	
Poll Worker Recruitment	<ul style="list-style-type: none"> - Continue to push out poll worker recruitment link through your newsletter and social media, - Stay in close coordination with LWVUS and national partners as districts, communities in need of poll workers; 	
Lift up Message through an Letter To the Editor or Op-Ed	<ul style="list-style-type: none"> - Write a LTE or Op-Ed to lift up the need for better funding, protection for election officials and poll workers, from the lens of what's to come in 2024 - This could be a piece that you co-write with one of your trusted voting rights partners 	

Tips for Op-Eds and Letters-To-The Editors

Letters to the editor and op-eds can be a great way to draw attention to your work and spread your message widely. Here are some tips to keep in mind when crafting and pitching LTEs and op-eds.

Letter to the editor

A letter to the editor (LTE) is a short response (usually 250 words or less) to an article or reaction to a news event. As such, it is necessary to make only one or two succinct points in your letter. Sometimes an LTE is a better choice than an op-ed because it is more likely to get published and/or it will get published faster.

Things to keep in mind when writing a letter to the editor:

- Look up your publication's word limit for LTEs, as well as any other submission guidelines
- Sign the letter off from one or two individual representatives
- Identify your specific League name in the body of your letter
- Keep your angle local

Opinion editorial (op-ed)

Different from a letter to the editor, an op-ed is a longer-form essay (500 to 800 words) on a specific topic aimed at making a case to the public for an explicit action.

It's important to find an angle for your topic that is specific and clear. When writing an op-ed, it can be tempting to use the opportunity to tell your audience everything you think they need to know, but that is always too much for one piece. Look for a unique, newsworthy angle. A successful op-ed lays out its specific thesis clearly and explains it in around 800 words.

IMPORTANT NOTE: Only pitch to regional and local publications. Leagues should not submit op-eds to large national publications, such as the New York Times. For questions, contact communications@lww.org.

Things to consider when writing and pitching an op-ed:

- Pick a specific and clear topic – look for a unique angle or newsworthy hook
- Keep references based in your state/community
- Aim for 500 to 800 words
- Have one designated author; you can use first-person pronouns, and other members can help ghost-write
- Try to incorporate a call to action
- Identify the author's title and your specific League name
- Only pitch your op-ed to one publication at a time; this piece will be "an exclusive"
- Paste the entirety of your op-ed in the body of your email to the opinion editor, and precede it with a short paragraph (pitch) explaining why you think the piece is good for them to publish right now
- Make your pitch specific to the publication you're pitching to