



NBA Community Election Forum Day-of Checklist & Volunteer Roles

Be Ready. Know Your Roles. Keep the Program Moving.

Use this checklist to manage your Community Election Forum from setup through closeout.

REQUIRED PROGRAM COMPONENTS

Before event day, confirm that your program includes each of the required Community Election Forum components:

How to Vote

Provide practical, jurisdiction-specific information about how and where to vote, including how participants can locate their polling place and obtain current voting information.

Why Voting Matters

Include nonpartisan voter education and discussion about the importance of civic participation.

Know Your Rights

Provide practical voting-rights and Election Protection information, including 866-OUR-VOTE.

Register or Verify

Provide an opportunity or approved resource for participants to register to vote or verify their registration.

Take Action

Give participants a clear next step following the program.

BEFORE YOU ARRIVE

Confirm that the Event Lead has access to:

- ☐ Final agenda and run of show
- ☐ Speaker and moderator contact information
- ☐ Volunteer contact information and assignments
- ☐ Registration or attendee list
- ☐ Moderator Guide and final questions
- ☐ Speaker names, titles, and introductions
- ☐ NBA-approved voter education and Election Protection resources
- ☐ Current jurisdiction-specific voting and polling-place information
- ☐ 866-OUR-VOTE information
- ☐ Voter registration or registration-verification resources
- ☐ Nonpartisanship Guidance & Checklist
- ☐ Accessibility and accommodation information
- ☐ Approved partner information, if applicable
- ☐ Participant Feedback Survey and QR code
- ☐ Activity & Impact Reporting information
- ☐ NBA/EPI signage and branding
- ☐ Emergency and venue contact information

Confirm who will be responsible for voter registration/verification, photography and documentation, participant feedback, and post-event reporting.

ARRIVE EARLY & SET UP

Plan for the Event Lead and key volunteers to arrive or log in at least 60 minutes before the program, where feasible.

Venue / Platform

Confirm that the room or virtual platform is accessible. Check seating, signage, restrooms, exits, accessibility routes, and reserved accommodations. Test microphones, presentation equipment, captions, virtual participation, Wi-Fi, and other technology as applicable.

Registration / Welcome

Set up the check-in area and registration process. Prepare name tags, if needed, and confirm the process for walk-in attendees.

Make voter education, polling-place, registration/verification, Election Protection, and 866-OUR-VOTE information easy to find.

Display applicable event, Resource Center, and participant feedback QR codes.

BRIEF THE TEAM

Hold a short pre-event briefing with staff and volunteers.

Confirm:

- ☐ Volunteer roles and responsibilities
- ☐ Program start and end times
- ☐ Run of show
- ☐ Speaker and moderator status
- ☐ Registration and voter registration/verification processes
- ☐ Accessibility arrangements
- ☐ Photography and documentation plan
- ☐ Participant feedback process
- ☐ Process for handling questions or unexpected issues
- ☐ Who has authority to make day-of decisions

Reinforce nonpartisanship, professionalism, accessibility, respect for participants, and the importance of staying within assigned roles.

VOLUNTEER ROLES

Not every Forum will require every role. Smaller programs may combine responsibilities.

EVENT LEAD

Primary responsibility: Overall event execution.

The Event Lead serves as the primary day-of decision maker, keeps the program aligned with the run of show, coordinates the event team and participants, addresses unexpected issues, and ensures that required reporting and follow-up information is captured.

MODERATOR

Primary responsibility: Lead the substantive program.

The Moderator should review the Moderator Guide and final questions in advance, provide appropriate opening framing, explain the format and ground rules, maintain neutrality, apply participation rules consistently, manage time and audience participation, and close the substantive discussion.

Resource: Moderator Guide

SPEAKER / PANELIST LIAISON

Primary responsibility: Support invited program participants.

The Liaison should greet speakers and panelists, confirm names, titles, and pronunciation, review timing and logistics, direct participants to the appropriate location, and serve as their primary logistical contact.

If candidates or campaigns will participate, consult applicable candidate-forum and nonpartisanship guidance before finalizing the program.

REGISTRATION / WELCOME

Primary responsibility: Create an organized and welcoming arrival experience.

Registration volunteers should check in participants, register walk-ins where applicable, provide event materials, direct participants, identify accommodation requests for the appropriate event contact, and share participant survey information as directed.

VOTER REGISTRATION / VERIFICATION SUPPORT

Primary responsibility: Help participants access voter registration and registration-verification resources.

This person should understand the approved registration or verification resource being used, assist participants with accessing it, and direct voting-related questions to appropriate authoritative information or 866-OUR-VOTE.

Volunteers should not make eligibility determinations or provide legal advice outside the scope of approved guidance.

TIMEKEEPER

Primary responsibility: Keep the program on schedule.

The Timekeeper should know applicable speaking limits, provide agreed time warnings, apply timing consistently, and alert the Moderator when transitions are needed.

AUDIENCE QUESTION SUPPORT

Primary responsibility: Support the established audience-question process.

This role may collect written or digital questions, organize questions for Moderator review, assist with microphones, and help ensure questions follow the established process. The Moderator or designated program lead retains responsibility for selecting and presenting questions.

ACCESSIBILITY / PARTICIPANT SUPPORT

Primary responsibility: Help participants access and engage with the program.

This person should know what accommodations have been requested, coordinate with interpreters or accessibility providers, understand accessible routes and facilities, help resolve access issues, and escalate concerns to the Event Lead when necessary.

Resource: Accessibility & Inclusion Checklist

TECHNOLOGY / AV SUPPORT

Primary responsibility: Keep event technology working.

This role should test equipment before the program, manage presentation materials, monitor audio, captions, streaming or virtual participation as applicable, and troubleshoot technical issues.

DOCUMENTATION / STORYTELLING

Primary responsibility: Capture the Affiliate's Election Protection work for Initiative reporting and communications.

This role should take approved photos and short video, capture NBA/EPI branding and community participation, document notable moments, record basic participation information, and identify strong quotes or impact stories where appropriate.

Confirm applicable permissions before sharing identifiable participant content. Preserve materials appropriate for NBA communications and Activity & Impact Reporting.

BEFORE THE PROGRAM BEGINS

30 Minutes Before

Confirm that the Moderator is present and briefed, speakers are present or accounted for, volunteers are in position, technology is working, registration is open, accessibility arrangements are ready, voter resources and QR codes are displayed, and the Event Lead has the final run of show.

10 Minutes Before

Confirm speaker order, Moderator opening, timing signals, audience-question process, microphones, and any remaining logistical issues.

OPEN THE PROGRAM

The opening should include, as appropriate:

- Welcome and recognition of the hosting NBA Affiliate
- Recognition of approved partners, if applicable
- Purpose of the Community Election Forum
- Brief introduction to the NBA Election Protection Initiative
- Nonpartisan framing

- Accessibility and housekeeping information
- Program format
- Introduction of the Moderator and speakers
- Audience-question process
- Information about voting resources and 866-OUR-VOTE

DURING THE PROGRAM

The Event Lead should monitor program timing, consistent application of ground rules, accessibility, technology, audience participation, attendance tracking, and appropriate photography and documentation.

Ensure that the program delivers the required Forum components, including practical voting information, voting-rights information, registration or verification access, and a clear path to further action.

Avoid significant changes to the agreed program format unless necessary.

CLOSE WITH ACTION

Do not end only with “thank you.”

Before participants leave, reinforce the most important voting and Election Protection information and give participants a clear next step.

As appropriate, encourage participants to:

- Check or verify their voter registration
- Confirm their polling location and voting information
- Save and share 866-OUR-VOTE
- Access NBA Election Protection resources
- Participate in an upcoming NBA Election Protection training or activity
- Volunteer through an approved NBA Election Protection opportunity
- Participate in the NBA National Day of Action

Suggested Closing

Election Protection does not end with today’s conversation. Know how and where you will vote, know your rights, share trusted information with your community, and find a meaningful way to take action.

Display the NBA Election Protection Resource Center QR code.

CAPTURE PARTICIPANT FEEDBACK

Before participants leave, display the Participant Feedback Survey QR code and ask participants to complete the brief survey.

Tell participants the **event name they should select from the survey dropdown**.

For virtual programs, place the survey link in the chat. Include it again in appropriate post-event communications.

Resource: Participant Feedback Survey

IMMEDIATE CLOSEOUT

Before leaving the venue or closing the virtual platform:

- ☐ Confirm final attendance
- ☐ Save registration information and approved photos/video
- ☐ Collect volunteer notes and notable questions or issues
- ☐ Secure or appropriately handle voter registration/verification materials
- ☐ Identify materials appropriate for NBA communications
- ☐ Confirm any necessary speaker, venue, approved partner, or participant follow-up
- ☐ Confirm who will complete the Activity & Impact Report
- ☐ Collect remaining materials and confirm nothing has been left behind
- ☐ Thank venue and support personnel

10-MINUTE TEAM DEBRIEF

Where possible, conduct a brief debrief immediately after the event.

Discuss:

Did we deliver all required Forum components?

What worked well?

What did not work?

What surprised us?

What did participants seem to need?

What should we do differently next time?

What story, result, photo, or moment best demonstrates the impact of this program?

Is there anything the national Initiative should know?

Assign one person to capture the key takeaways.

EVENT-DAY QUICK VIEW

BEFORE

CONFIRM → SET UP → TEST → BRIEF

WELCOME

FRAME → EDUCATE → EXPLAIN RIGHTS → CONNECT TO RESOURCES

ENGAGE

DISCUSS → REGISTER / VERIFY → SUPPORT

CLOSE

CALL TO ACTION → 866-OUR-VOTE → SURVEY → THANK

AFTER

COUNT → CAPTURE → DEBRIEF → REPORT

KEY RESOURCES

[Community Election Forum 60-Day Planning Timeline →](#)

[Nonpartisanship Guidance & Checklist →](#)

[NBA Election Protection Local Partnership Guide →](#)

[Community Forum Accessibility & Inclusion Checklist →](#)

[Community Election Forum Promotion & Communications Toolkit →](#)

Moderator Guide →

Coming Soon

Participant Feedback Survey →

Coming Soon

[Report Your Activity & Impact →](#)