

- Local Daily newspaper
 - Specialty Media outlets, such as:
 - Minority press (e.g. African-American daily paper; Hispanic weekly newsletter)
 - LGBT press
 - Internet Resources
 - Email groups
 - Postings on blogs and webpages
 - In general, local TV, your daily newspaper and the specialty media outlets should receive your press release **no later than 2 weeks before** the date of your event
 - **Note:** The two-week notice provision is only a guideline. For certain media outlets, such as a monthly paper, they may have a different timeline – so be sure to check with your media contact!
- **Send letter to local elected officials inviting them to the training**
- This is the template letter which has been tailored/modified to your SD
 - Your local Democratic elected officials should receive your letter **no later than two (2) weeks before** the date of your event
 - Invite:
 - Democratic State Senator for your SD
 - Democratic State Representative(s) for your SD
 - Texas DNC member (if any) who resides in your SD
 - Other local Democratic elected officials and dignitaries
- **Post and distribute flyer entitled “Interested in attending the 2008 National Convention in Denver, Colorado?”**
- A template flyer can be downloaded from the TDP website
 - Email to various Democratic contacts, including the County Chair, members of Democratic Clubs and Organizations, etc.
 - Post in approved public areas (e.g. library) for maximum outreach to the general public
- **Prepare for your training in advance**
- Practice your presentation
 - Contact the TDP if you have any questions you need answered on the material or the process
- **Confirm you have necessary tools/resources you will need for your training**
- Be sure to have copies of the following information to hand out at the training:
 - Brochure entitled “How to be a Delegate to the 2008 National Convention”
 - Contact TDP if you need copies of the “How to be a Delegate to the 2008 National Convention” brochure. TDP can bring copies of the brochure with them when they attend the training **if you request they do so prior to the training**
 - **Note:** you can also download and print the brochure off of the TDP website
 - Multiple copies of the “Rules of the Texas Democratic Party”
 - Contact TDP if you need copies of the “Rules”
 - Computer with “Delegate Selection” PowerPoint presentation installed
 - LCD projector
 - Screen
 - Supply of pens/pencils for note taking
 - Sign-in sheets
- **Enjoy the feeling of getting new Democrats and long-time activists alike energized and motivated for the 2008 Election cycle!**
- Be sure to remind training attendees that much of the information on the Delegate Selection process is available on the TDP website (e.g. 2008 Texas Delegate Selection Plan; the “How-to” brochure; materials on how to run a precinct convention, etc.)