

Tick
each
task
when
done

A programme of events to raise awareness of forthcoming local elections on 3 May 2007.

1. **Place an article in the local newspapers** briefly outlining what a parish / town council is, and why it's important that people should vote (*provided in the pack*)
2. **Put posters up** raising awareness of coming elections (i.e. colleges, health centres, pubs, shops etc.,) (*provided in the pack*).
3. **Hold an awareness raising meeting** for the public or possible candidates (*provided in the pack*) either allow time at the beginning of your Parish Council meeting or hold a special open day/evening presentation (*remember to provide refreshments, as the informality of a break in proceedings presents a good opportunity for encouraging people to get involved*).
4. **Place a further article in the local newspapers** to advise how and where to get nomination forms and to encourage voters to take an active part in their 'local' elections, both as voters and as possible candidates (*provided in the pack*).
5. **Encourage existing councillors to do radio and television interviews**, perhaps before you hold your meeting? (*Provided in the pack*).
6. **Raise awareness of those standing** (*individual candidates to supply this*) ask each of your prospective candidates (current and hopefully new!) to write a few lines about themselves and how they will help their community. They could display this information at local points such as shops, pubs, doctors' surgeries, etc., for the public to become familiar with and be encouraged to vote for them. Make sure they understand that this activity is entirely their responsibility.
7. **Arrange a time to assist possible candidates** with the necessary details and numbers required from the Electoral Register for their nomination papers. This may be accomplished in person, or by 'phone or e-mail. (Not everyone knows that parish and town clerks, post offices and libraries hold copies of the up to date Electoral Register, make election time an opportunity for good publicity).
8. **Send a welcome letter** to all newly elected councillors with details of your meeting dates, times and place. If possible it would be advisable to write offering commiseration to those who were unsuccessful and asking that you be able to keep their details and contact them should a seat become vacant in the future.
9. **Arrange training.** Contact your County Secretary to learn about modern training programmes for both new and experienced councillors (*provided in the pack*).