



THANKS FOR HOSTING A VIRTUAL 100 DAYS ADDRESS WATCH PARTY WITH THE DEMOCRATS!

President Joe Biden will address lawmakers in a joint session of Congress on Wednesday, April 28, delivering his first remarks to both chambers nearly 100 days after taking office. Join Democratic supporters across the country in hosting a watch party to view his remarks together!

Here is everything you'll need leading up to and during the event – from social media guides to links for live-streaming the address. You don't need to have previous experience with hosting events, we've got you covered! If you have any questions, feel free to email us at digitalorganizing@dnc.org.

Invite your friends, family, and neighbors, and get ready to have some virtual fun!

Happy hosting!

YOUR TOOL KIT INCLUDES:

- What is Mobilize America?
- Agenda for your event
- Host Checklist
- FAQ
- Resources

WHAT IS MOBILIZE AMERICA?

Mobilize America is an events creation and RSVP tool that empowers volunteers -- like you! -- to create their own events. We use Mobilize America as the official event platform for virtual watch parties. Not only can volunteers make official DNC events, but they can also share the link to collect event sign-ups! Make sure to share your custom event link to your friends, family, and community so they can RSVP to your virtual event.

100 DAYS ADDRESS WATCH PARTY HOST CHECKLIST:

Preparations:

- [Register your event with Mobilize America!](#)
- Make sure you have a shareable video link to join your party. Zoom or Google Hangout are great options! Learn more about ways to set up the video link in the FAQs below.
- Post & promote on social media one last time! Share the link to your Mobilize event with your friends and family.
- Share the graphics and link with your guests so they can post too!

AGENDA:

15-30 MINUTES BEFORE THE ADDRESS BEGINS:

Play some music as your guests join the link! Greet them & ask a few ice breaker questions!

5 MINUTES BEFORE THE ADDRESS BEGINS:

Briefly welcome all of your guests & let everyone know that the address will be starting soon.

DURING THE ADDRESS:

Turn down the music, share your screen & let the Address begin.

5 MINUTES AFTER THE ADDRESS ENDS:

End your party by thanking everyone for coming. If anyone wants to volunteer, host their own virtual watch party, or just get involved, they can text the word ORGANIZE to 43367.*

**By signing up, you will receive periodic text messages from the DNC. Text STOP to quit or HELP for help. Message & data rates may apply.*

WATCH PARTY HOST FAQ:

Q: How do I create a video link for my guest to join?

A: Zoom or Google Hangouts are both good and offer free options for your watch party. Zoom does have a 30-40 minute maximum free meeting time, however, [Google Hangouts](#) offers free meetings for up to 60 minutes. Alternatively, you can use the [Facebook watch party feature](#) to live stream with your friends via Facebook - it's all about what works best for you!

Q: What do I do with my watch party link?

A: Share it on Twitter, Facebook, email, or text message to all of your contacts & ask them to RSVP to your event!

Q: How can people get involved?

A: The quickest way to get plugged in with the DNC is to text ORGANIZE to 43367*

Q: How do I get people to sign up?

A: Make sure to use your personal social media accounts to share your event link to your friends & family. You can also email & text your contacts to let them know you're hosting a watch party!

**By signing up, you will receive periodic text messages from the DNC. Text STOP to quit or HELP for help. Message & data rates may apply.*

HOW TO PROMOTE YOUR EVENT ON SOCIAL MEDIA:

Here are some examples of what you can post to promote your watch party:

Twitter:

I'm hosting a virtual Joint Address watch party to celebrate the first 100 days of President Joe Biden! I'm so excited to have you join us: [YOUR PERSONAL EVENT LINK]

Facebook:

I'm hosting a virtual Joint Address watch party to celebrate the first 100 days of President Joe Biden! I'm so excited to have you join: [YOUR PERSONAL EVENT LINK]

SOCIAL MEDIA ACCESSIBILITY:

We want to help you make sure that these posts are accessible to every person that wants to join the nationwide conversation around 100 Day Address watch parties. [To read our guide on social media accessibility, please click here.](#)

WHERE YOU SHOULD POST YOUR PERSONAL EVENT LINK:

Make sure to use your personal social media accounts to share your event link to your friends & family. Think about any places you've volunteered before on past campaigns or for past organizations, or any networks of volunteers in your local community.

Also, consider sharing to any Facebook groups you're a part of! You can also email or text everyone you know in your area to RSVP!

REGISTERING YOUR EVENT ON MOBILIZE AMERICA

Event Host Guide

1. **Click Here.** You will be able to access the form to submit your event information for the 100 Days Week of Action.
2. **Enter the information for your event, as seen below.**
 - Edit your event's title - include the city that you live in so your neighbors can easily find your event.
 - i. Events will be virtual, but we want to make sure you are connecting with people in *your* area!
 - ii. ex) Joint Address Watch Party in Washington, DC!
 - We'll provide the event photo!
 - Edit the template description we've provided if needed!
3. **Continue to enter event information!**
 - For location type, make sure that you check "Virtual"
 - Enter your city, state, and zip code for event location.
 - Enter a time for when you'd like to host your event.
 - i. Joint Address is at 9pm ET make sure to plan around it!
 - If you set a max capacity for your event and the max capacity is reached, the event will no longer accept additional RSVPs.
 - Enter your contact information - this will be sent via email to anyone who signs up for your event!
 - Set the Event Visibility. This determines whether your watch party event is public or private.
 - i. If your event is public, it will be displayed on our website and could be emailed and texted to supporters in your community to invite them to join.
 - ii. If your event is private, only people who have the URL will be able to see the details!
4. **Creating an account or login.** If you've already created a Mobilize account, you can log in. If you haven't already created an account, you can connect with Facebook or your email.
5. **Event approval.** After you submit your event, a Mobilize Manager will receive an email to approve your event. If you have any questions, please email digitalorganizing@dnc.org. Once your event is approved, a unique watch party link will be added to your event.

MANAGING YOUR EVENT ON MOBILIZE

1. **Viewing your watch party event.** Once your event is approved, you'll receive an email to inform you that your event is live. From there, you can log into Mobilize America and click your initials at the top right corner of the page. To manage your event, click "The Democratic National Committee" under "Organize For." Here, you will see your upcoming events and your past events. Click on the blue event title to edit and manage your watch party event.
2. **Editing your event.** You can edit your event by clicking on the blue edit button on the right side of the page.
3. **Deleting your event.** To cancel your event, click on the "More" button on the top right side of the page. Please check the box to notify your attendees that your event has been cancelled.
4. **Emailing your attendees.** You can email folks who have RSVPed to attend your community event within Mobilize Mobilize America by clicking the "Email Attendees" button on the right side of the page. From there, you can determine the audience of people you want to email and send your message.
5. **Viewing your event sign ups.** To view your event sign ups, scroll down and click on the blue highlighted time of your event under Shifts and Signups.

Here, you'll be able to see a list of people who have RSVPed to your event and change their status. After every event, you should go into this page and change everyone's status who attended your event to "Completed" and anyone who didn't show up to "Cancelled."

You will also be able to add people to your event who may not have registered in Mobilize by clicking "+ New Attendees."