



## Minneapolis DFL Party

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March 10, 2005

Dear Candidate,

The Minneapolis DFL will be sending out a 2<sup>nd</sup> mailing next month, to 2005 Delegates & Alternates who were selected at the March 1<sup>st</sup> Precinct Caucuses.

In order to provide more information to our delegates, and to allow you an affordable way of reaching them, we will be including inserts in this mailing.

Procedures for this are as follows:

- Cost will be 10¢ per mailing. Must be paid by March 11<sup>th</sup>, before the mailing goes out. (We need money up front; the Post Office won't do mail on credit!)
- Mailing will be by Ward; you may choose specific Ward(s) to mail to. (For Park Districts, which cross Ward lines, we will mail your piece to the entire ward, but only charge you for the people actually in your Park District.)
- This is only available to candidates seeking DFL party endorsement.
- Inserts will be in random order in the envelope (But see the last item below.)
- You must arrange for printing (and folding) of your lit piece at your expense.

Specifications for the lit piece are:

- not larger than a standard letter page (8 ½" wide x 11" high). Smaller is OK.
- must be folded in thirds, to fit in a normal #10 envelope.
- printed on normal weight paper (16#-24# bond). (A 1/3 sheet card-stock instead would be acceptable, if arranged beforehand. It must weigh the same as a normal sheet of bond paper.)
- you can choose any color of paper you wish.
- you can choose to print on either one or both sides of the paper.
- you can choose to print in as many colors of ink as you wish.
- You can choose to share or split your page with anyone you wish.
- you can choose whatever you wish to say (except that it must include the required legal disclaimer: "Prepared and paid for by the ... committee").
- You must deliver enough pieces for the mailing to the stuffing location by the start time, or we will start stuffing without your piece. Any leftovers will be returned to you.
- You must provide 4-6 volunteers to help stuff this mailing on the specified evening (Monday, Mar 14th at CWA Hall, 3521 E Lake St) from 6pm until about 10pm. (Food will be provided.)

Deadlines: We need to know that you will participate by Thu, Mar 17<sup>th</sup>\*

We need the money by Friday, March 18<sup>th</sup>\*

We need the literature & your volunteers on Friday, March 18<sup>th</sup>\* at CWA Hall.

Contact me (info above) or Brian Melendez (BMelendez@faegre.com, phone 612-766-7309 (daytime)).

\* These due dates are postponed a bit from the original dates.