

## Sample Fundraiser Event Flow

The day of the fundraiser, create a checklist with the following:

### 4:00 p.m.

- Prepare to Check-in Guests
- Distribute updated RSVP list
- Arrange name tags at the check-in table
- Review last-minute details with caterer

### 5:00 p.m.

- Guests arrive
- Check-in

### 5:25 p.m.

- Gather other hosts to meet the candidate

### 5:30 p.m.

- Candidate arrives
- Hosts introduce themselves to the candidate

### 5:45 p.m.

- Escort the candidate into the reception area
- Provide the Candidate with a beverage
- Circulate the room with candidate making introductions (30-40 minutes)

### 6:15 p.m. (Program begins)

- Introduce co-hosts to audience
- Introduce the local notables in attendance
- Introduce the candidate
- Candidate speaks for 10 or 15 minutes

### 6:40 p.m.

- Host presents candidate with gift (flowers, award, plaque)
- Host requests audience to continue their support of the candidate
- Guests are thanked and informed that the candidate will be in attendance for a few more minutes for informal Question and Answer Session

### 6:45 p.m.

- Candidate informal mix and mingle
- Question and Answer session

### 6:55 p.m.

- Candidate departs

### 7:00 p.m.

- Event concludes