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| Democratic Party Fund Raising Event Checklist | |  |
| Event and Outreach Display | | | |
| Event Managers: |  | | |
| Telephone numbers & Email: |  | | |

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| CHECKLIST completed | | |
|  | Due to intricacies of campaign finance laws, you may want to let the candidate design their invitation, and handle any funds that might be raised at an event. The person organizing event can fill in the name, location, and the contact name/email address of the person who should receive RSVP’s from the people who want to attend event |  |
|  | If multiple precincts are involved with event, the person who sends out the invite from their respective precinct is responsible for sending out a reminder at a time that can be determined in advance with other precincts involved. It’s important that you know who will be attending, so that you can prepare name tags in advance, and can avoid having empty seats. |  |
|  | In addition to a column for names/addresses, the Sign-In Sheet should include a column for the attendee’s email address and precinct. You want to capture as many email addresses as possible, and you want attendees to identify with their precincts, and precinct officers. |  |
|  | If candidate has campaign signs, pin one on each wall around room. Don’t tape it on, because it will fall off at an inopportune time. |  |
|  | If possible, it’s always nice to have candidate campaign sign on podium. However, pin it on. Don’t tape it on to avoid it falling off in middle of speech, or question/answers portion of event |  |
|  | You may want to ask candidates if they have key questions that they want to answer. If so, ask certain people in advance to discreetly ask those questions, let’s say after two questions each from the audience. |  |
|  | Check to see if event conflicts with any local or county events of any kind that might impact the number of people who can attend your event. |  |
|  | Parking availability and proximity to the event should be reviewed. |  |
|  | Additional outdoor signage or parking management in some instances might be necessary. |  |
|  | Make sure someone takes pictures |  |