



CampaignGateway

Fundraising Event Run of Show

A minute-by-minute event plan connecting guest experience, the ask, finance controls, and follow-up.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Use during the final staff briefing and keep a copy with the event lead.

Use verified information, assign a named owner, protect personal data, and confirm jurisdiction-specific legal or election requirements with the authorized campaign official or election authority.

Event command contacts

Role	Name	Contact
Event lead		
Host		
Candidate		
Finance/compliance		
Check-in		
Safety/venue		

Pre-open checklist

Item	Owner	Complete
Guest list/check-in system		☐
Contribution/payment process verified		☐
Accessibility and venue plan		☐
Candidate/host briefing		☐
Ask amount and wording approved		☐
Emergency contacts / exits		☐



Run of show

Time	Segment	Owner	Key instruction

Post-event closeout

Action	Owner	Deadline	Complete
Reconcile receipts/expenses			☐
Follow up commitments			☐
Thank attendees/host			☐
Record relationship notes			☐
Debrief results and lessons			☐



Sources and local adaptation

Confirm all election, finance, accessibility, privacy, and voting-information requirements using current official sources. Record the source and verification date before operational use.

Elections Canada - candidate and political financing guidance
<https://www.elections.ca/>

U.S. Federal Election Commission - candidate and committee guidance
<https://www.fec.gov/help-candidates-and-committees/>

National Democratic Institute - Campaign Skills Handbook
https://www.ndi.org/sites/default/files/Campaign%20Skills%20Handbook_EN.pdf

CISA - election security resources
<https://www.cisa.gov/topics/election-security/election-security-resource-library>