



CampaignGateway

Fundraising Event Run Sheet

A compact front-line schedule for event staff and speakers.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Use alongside the full Event Run of Show when staff need a single-page schedule.

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 details

Event	Date / time	Venue	Lead / contact

Live schedule

Time	Cue / segment	Person	Duration	Notes

Critical checks

- Contribution/payment process confirmed by authorized owner.
- Host and candidate know exact ask and closing action.
- Check-in, accessibility, safety, and follow-up owners are named.



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>