

Host Committee Brief - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed fundraising event operating plan with host roles, program timing, guest conversion, financial controls, and follow-up ownership.

Event overview

Field	Completed entry
Event	Riverside Neighbours Reception
Date / time	September 24, 2026 - 6:00-8:00 PM
Location	Harbour Room, 22 Water Street
Host committee	Avery Thompson, Morgan Ellis, Danielle Roy
Goal	\$20,000 pledged; 65 attendees; 12 new volunteers
Projected / actual	72 RSVPs; 63 attended; \$22,350 pledged

Run of show

Time	Activity	Lead	Operational note
16:30	Venue and payment setup	Finance lead	Test links, signage, accessibility, registration list
17:15	Host briefing	Event lead	Review introductions, priority guests, compliance rules
18:00	Doors open / reception	Hosts	Each host greets assigned guests
18:35	Program begins	MC	Welcome, land acknowledgement if appropriate, housekeeping
18:40	Candidate remarks	Jordan Lee	8 minutes; story, priorities, specific ask
18:50	Host ask and giving instructions	Avery	QR code + staffed payment table
19:05	Conversation / follow-up assignments	Hosts	Record pledges and volunteer interest
19:50	Closing thank-you	MC	Next event and canvass CTA
20:00	Closeout	Finance + event lead	Reconcile receipts, pledges, attendance, incidents

Host assignments

Host	Guests assigned	Primary role	Follow-up
Avery Thompson	12	Introduce candidate to top five prospects	Call unpaid pledges Sept. 25
Morgan Ellis	15	Business-community introductions	Invite three guests to finance committee
Danielle Roy	10	Volunteer and neighbourhood prospects	Convert interest into Sept. 26 shift

Post-event conversion

Category	Count	Owner	Deadline
Paid contributions	41	Finance lead	Reconcile same night
Unpaid pledges	8	Host committee	Sept. 26
Volunteer interests	14	Volunteer lead	Contact within 24 hours
Sign requests	6	Field organizer	Assign by Sept. 26
Major follow-up meetings	4	Candidate scheduler	Book within 72 hours

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.