



Host Committee Brief

A practical role and outreach brief for campaign fundraising hosts.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Use before a host committee begins invitations or makes commitments on behalf of the campaign.

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.

Host role

- Invite a specific, appropriate list.
- Use approved event and contribution information.
- Make personal follow-up calls.
- Help welcome guests and reinforce the event purpose.
- Do not make promises or interpret campaign-finance rules.

Event facts

Field	Approved detail
Event purpose	
Date/time/venue	
Contribution/ticket information	
Guest capacity	
Accessibility/contact	
Candidate attendance	
RSVP/payment method	

Outreach tracker



Guest	Host	Invite sent	Response	Follow-up	Notes

Host call script

- Connect personally and explain why the event matters.
- State the date, location, and approved contribution/ticket information clearly.
- Ask for a specific RSVP by a specific date.
- Send the official event link immediately.



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>