

Sample Event Fundraiser Event Flow

4:00pm

- Prepare to check in guests
- Final RSVP list should be completed
- Arrange name tags at check in table
- Review last minute details with caterer/campaign

5:00pm

- Guests arrive
- Check-in (campaign may assist)

5:25pm

- The hosts gather to meet the candidate

5:30pm

- Candidate arrives
- Hosts introduce themselves to the candidate

5:45pm

- A host escorts the candidate to the reception area
- Offer candidate beverage
- Mix and mingle – a host makes introductions (30-40 minutes)
- Hosts should make sure candidate is moving through the crowd

6:15pm – Program begins

- The hosts introduce themselves to the group
- A host introduces the local notables in attendance
- A host introduces the candidate
- The candidate makes remarks for 10 to 15 minutes

6:30pm

- Short question and answer period
- Guests are thanked for attending

6:45pm

- Candidate departs

7:00pm

- Event concludes