## Campaign Committee Meeting Schedule

**The key to running a successful campaign is good organization and open lines of**

**communication with your campaign committee. Use regularly scheduled meetings to**

**discuss your overall fundraising strategy, plan and address challenges that may arise.**

 **This schedule serves as a guide to help you plan your campaign committee meeting**

**schedule during the months leading up to your campaign kick-off. You are welcome to**

**create your own schedule and meet as frequently or infrequently as needed.**

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| Fist Meeting  | 3 months from campaign kick-off | Intro to United Way, meet your United Way representative, form subcommittees, set campaign goals and plan communications strategy  |
| Regularly Scheduled Check-in | 2 months from campaign kick-off | Progress reports from subcommittees |
| Regularly Scheduled Check-in | 1 month from campaign kick-off | Finalize plans for events, themes and incentives.  |
| Regularly Scheduled Bi-weekly Check-in | 3 weeks from campaign kick-off | Assess current status of campaign planning, devise strategy for overcoming challenges  |
| Regularly Scheduled Bi-weekly Check-in | 2 weeks from campaign kick-off | Progress reports from subcommittees |
| Regularly Scheduled Bi-weekly Check-in | 1 week from campaign kick-off | Final run-through of tasks and committee assignments |
| Pre kick-off check-in  | Day before campaign  | Run through kick-off checklist and make final preparations for campaign kick-off event |