



# Local Elections 101

## Event Scheduling Form

### EVENT:

**DATE:**

**TIME/LENGTH:**

**LOCATION/ADDRESS:**

**SPONSORING ORGANIZATION:**

**CONTACT NAME:**

**CONTACT PHONE/EMAIL:**

**NUMBER OF PEOPLE ATTENDING:**

**DRESS CODE:**

**EVENT DESCRIPTION:**

**WHO WILL BE ATTENDING EVENT:**

(People we know, event organizers, people we should know)

**WHAT IS THE CANDIDATE BEING ASKED TO DO AT EVENT:**

(Ex: Speak, Answer Questions, Eat, Judge a Contest, etc...)

**WILL THE MEDIA BE PRESENT? (TV/Newspaper/Other?)**

### **INTERNAL NOTES**

**ATTEND?**  YES  NO

**CAMPAIGN REPRESENTATIVE**

**ATTENDING WITH THE CANDIDATE:**

---

**LIST OF ITEMS TO TAKE:**

Campaign Literature/Signs?

Donation Information?

Sign Up Sheets?

**MEDIA/SOCIAL MEDIA PLAN:**

**FOLLOW UP/THANK YOU:**