



Democratic Women of  
South Orange County

# Hosting a Candidate Event

**A QUICK GUIDE FOR DWSOC  
MEMBERS**

# Select a Candidate

- ▶ You may choose one or more candidates to host
- ▶ Coordinate with their campaign to select a mutually acceptable day and time
- ▶ You can choose one candidate and then invite others to join as guests!
- ▶ Decide what type of event you are hosting
- ▶ Candidates and their staff members are responsible for providing appropriate literature

# What Type of Event?

- ▶ Also called a “house party”
- ▶ Invite friends and neighbors
- ▶ No cost to those attending
- ▶ Host provides hospitality
- ▶ Encourage others to be co-hosts
  - ▶ Helps with expenses
  - ▶ Increases attendance
  - ▶ Provides help at the event
- ▶ Other candidates may attend
- ▶ Generally, the candidate will ask for donations

meet &  
greet

# What Type of Event?



- ▶ **Similar to the Meet & Greet format, however:**
  - ▶ **Guests must donate to attend, there might be multiple levels of contributions**
  - ▶ **The candidate may still ask for additional donations**
- ▶ **Fifty invitations is a ballpark number of invitations since not everyone who RSVPs will show up.**
- ▶ **Of course, space is a consideration!**

# Invitations

- ▶ Artwork and text for invitations or flyers should be approved by the campaign
- ▶ Images of the candidate on the flyer are very helpful
- ▶ 3 to 4 weeks ahead is preferred
- ▶ Send reminders



YOU'RE  
INVITED

# RSVP's

- ▶ Event address will be provided when the RSVP is received in many instances, especially with a fundraiser with online donations
- ▶ Decide who will be receiving the RSVPs, either the candidate or the host
- ▶ Most people will need a reminder or two about the event.



**RSVP**

# Hospitality

- ▶ This is up to the host or hosts as well as the time of day you choose for the event!
- ▶ Typically, a fundraising event will provide a larger variety of beverages and snacks!
- ▶ Keep your budget in mind!



# Logistics

- ▶ Host or hosts provide anything needed for the hospitality
- ▶ Chairs for the guests
- ▶ An area and/or table for any sign ups, clipboards, campaign literature
- ▶ Have a discussion ahead of time with candidate & staff members about how the event will flow
  - ▶ Introductions
  - ▶ Timing (important to respect people's time!)
  - ▶ Other logistics



*Welcome!*



# Questions?

[CONTACT INFO@DWSOC.ORG](mailto:CONTACT INFO@DWSOC.ORG)

