**SAMPLE TIME LINE FOR A KICKOFF EVENT**

The better your event is planned and organized, the more it will be successful. Planning is also very important to deal with last-minute changes.

The following is an example of planning the day of your Kickoff event:

**10:00AM** Party Rentals drops off chairs, tables, and tablecloths – unless event is in a hotel.

**10:00 AM** Staff set up tables and chairs – unless event is in hotel

**4:00 PM** Flower Creations drops off flower arrangements

**4:30 PM** Catering drops off food and beverages – unless catered by hotel

**5:00 PM** Volunteers arrive and review roles with staff member

**5:15 PM** Volunteers set out nametags, campaign props, and get ready to welcome guests.

**5:30 PM** Open doors, welcome first guests.

**6:00 PM** Event start time.

**6:00–6:30 PM** Donors mingle and sit down to eat – unless buffet is provided and crowd stands up for presentations.

**6:30–6:55 PM** CEO/Executive Director introduces the Campaign Chair. Campaign Chair introduces the Campaign Leadership Team. Chair talks about the campaign (may present the Case Statement), goal achieved so far, and introduces several major donors/investors/members for their testimonials.

**6:55–7:15 PM** Special speaker (if one is invited to speak) takes podium and gives presentation.

**7:15–7:30 PM** Guests Mingle.

**7:30–7:45 PM** As guests depart, CEO/Executive Director, Campaign Chair, Leadership Team, Board members and staff, thank them for coming, collect nametags, and hand out the campaign packet (includes the Case Statement brochure) and any “take-aways”.

**7:45–8:15 PM** Staff and volunteers clean up.

Print the Kickoff Event List