

CAMPAIGN TIMELINE AND CHECKLIST

5 MONTHS BEFORE	2 MONTHS BEFORE	1 MONTH BEFORE	DAYS BEFORE	DURING CAMPAIGN	AFTER YOUR CAMPAIGN
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- Attend CEO Call set up by UWGCV staff
- Choose ECC

- Attend ECC Training
- Determine if you want to be a pacesetter
- Determine campaign start and end dates

- Hold Kickoff event
- Determine campaign format
- Determine special events
- Fill out Supply form



uwgcv.org/supply-order-form

- Fill out Speaker Request fifteen **(15) business days** before you need a speaker:



uwgcv.org/speaker-request-form

- If you use ePledge, fill out the ePledge Request Form ten **(10) business days** before campaign:



uwgcv.org/epledge-set-request-form

- Run campaign/ special events
- Aug. 31** have materials in if you're a pacesetter
- Nov. 5** Sweepstakes deadline
- Nov. 22** Sweepstakes drawing
- Dec. 31** turn in corporate pledge card

- Schedule check presentation photo, so we can showcase your generosity

Return the following to the United Way office:

- Filled out report envelope
- Filled out pledge forms, if paper campaign
- All cash/checks
- Filled out corporate pledge card, if applicable
- Filled out special events envelope, if applicable



VIEW ALL CAMPAIGN MATERIALS:



uwgcv.org/campaign-materials