

Campaign Checklist

- ☐ Review your ECC Guide
- ☐ Assemble Team & Get Leadership Involved
- ☐ Analyze & Set Goals - See **Workplace Campaign Goal Setting Sheet Template**
- ☐ Create Your Plan - See **Building Your Campaign Plan Template**
- ☐ Coordinate Incentives or prizes
- ☐ Schedule & Promote your Campaign - See **Sample Campaign Schedule**
- ☐ Hold Kick Off Event - See **Sample Agendas & Planner**
- ☐ Monitor Progress
- ☐ Send Email Updates - See **Email Templates**
- ☐ Gather & Document Pledges & Corporate Matches or pledges as appropriate
- ☐ Prepare & Return Your Campaign Envelope - follow directions on packet envelope
- ☐ Announce Results & Celebrate
- ☐ Donor Appreciation
- ☐ Evaluate Your Campaign
- ☐ Throughout the Year