



AMERICAN ACADEMY OF FAMILY PHYSICIANS

Host a Political Event.

Hosting a coffee or fundraiser is a one-time, fun way to get involved.

How to host an event:

- Contact the candidate, campaign manager, or scheduler and let them know of your interest in hosting an event.
- Coordinate a time and location with campaign staff.
- Recruit a steering committee to help plan and execute the event.
- Compile an invitation list, then print and send invitations. Be sure to invite past contributors, family physicians, and friends and neighbors. Ask the campaign if they have a targeted list.
- During the event, the candidate should meet all attendees. He or she should speak to the group for approximately 10 minutes about halfway through the event.
- Remember to designate someone to collect checks and hand-out campaign literature. (Make sure no one contributes more than the \$2,000 legal limit to a federal candidate's campaign.)

After the event, simply send the checks to the campaign treasurer, along with thank you notes to the candidate, your steering committee and volunteers.

Be sure to send an event summary to AAFP Grassroots at grassroots@aafp.org.