# Campaign Scheduler

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| Task/Phase | Description | Responsible Person | Target Completion | Status |
| Campaign registration  | File nomination papers, register account  | Candidate  |   | Not Started/ In progress/ Complete  |
| Recruit campaign manager  | Assign or onboard lead campaign organizer  | Candidate  |   |  |
| Recruit core team  | Identify 1–2 additional key volunteers  | Candidate  |   |  |
| Secure campaign tools  | Set up email, website, voter database  | Campaign Manager  |   |  |
| Develop branding  | Design logo, headshot, colour scheme  | Communications Lead  |   |  |
| Build website  | Candidate bio, issues, contact form  | Web Volunteer  |   |  |
| Create campaign budget  | List revenue/expenses, track balance  | Finance Volunteer  |   |  |
| Write core messages  | Develop top 2–3 local issues and talking points  | Candidate + Manager  |   |  |
| Produce printed materials  | Flyers, signs, walk cards  | Communications Lead  |   |  |
| Launch digital channels  | Set up social media, email tools  | Digital Lead  |   |  |
| Start door-knocking  | Begin outreach in target neighbourhoods  | Outreach Lead  |   |  |
| Track voter data  | Record support levels and engagement history  | Data Volunteer  |   |  |
| Send supporter email #1  | Welcome/introduction message  | Communications Lead  |   |  |
| Host first event  | Informal gathering or meet-and-greet  | Candidate and Events Volunteer  |   |  |
| Plan second phase outreach  | Adjust strategy, scale up effort  | Campaign Manager  |   |  |
| Monitor donations  | Log contributions, issue receipts  | Finance Volunteer  |   |  |
| Post on social media weekly  | Ongoing content plan  | Digital Lead  |   |  |
| Send second supporter email  | Issue or volunteer-focused message  | Communications Lead  |   |  |
| Prepare for debates/forums  | Practice answers, briefings  | Candidate + Manager  |   |  |
| Volunteer training  | Scripts, walk lists, onboarding  | Volunteer Coordinator  |   |  |
| Distribute lawn signs  | Delivery and tracking  | Sign Volunteer  |   |  |
| Draft Get out the Vote (GOTV) plan  | Segment supporter list, assign roles  | Campaign Manager  |   |  |
| Final GOTV contact  | Email/text final reminders  | Communications Lead  |   |  |
| Election day ops  | Coordinate rides, check turnout  | Campaign Manager  |   |  |
| Thank supporters  | Post-election thank-you outreach  | Candidate  |   |  |
| Submit financial forms  | File disclosures, final reports  | Finance Volunteer  |   |  |