# CAMPAIGN EVENTS PROCESS
For Participating Nonprofits

This procedure outlines the process for nonprofits participating in the 2025 CCC to participate in campaign events.

## REGISTER FOR EVENT INVITATIONS

Any federation and/or local nonprofit organizations interested in attending CCC events must submit the contact information for a designated event contact. CHC will only share campaign event opportunities with nonprofits who wish to participate. Check your CCC Acceptance email for information about registering your nonprofit for CCC Events or email events@chcimpact.org.

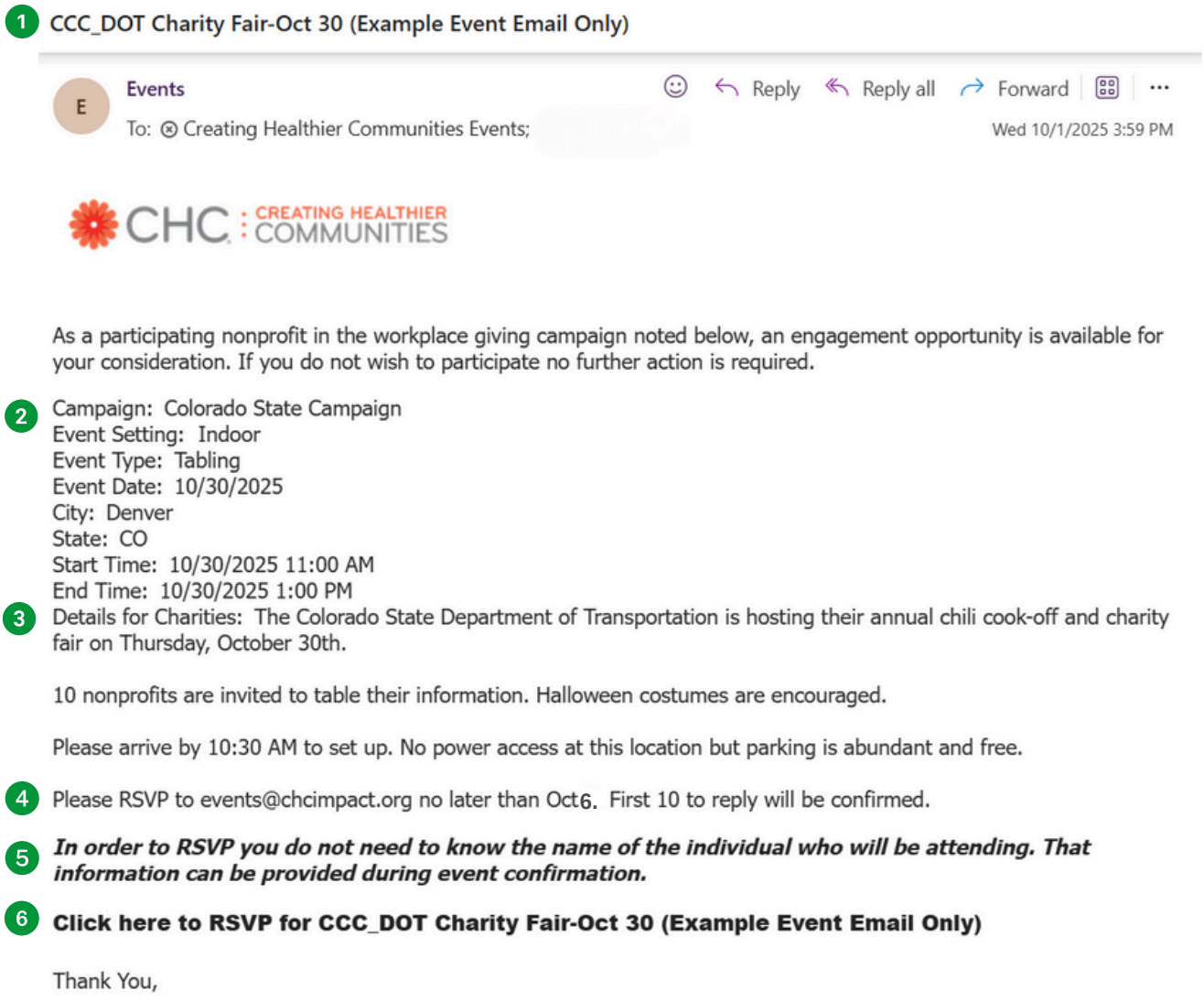
## EVENT RSVP PROCESS

1. **CCC Campaign Coordinator:** Coordinator completes and submits a completed Event Request Form to CHC.
2. **CHC Event Manager:** Reviews and uploads the event information into the CHC event tracking portal generating an automated email notification with the details and instructions on next steps.
3. **Nonprofit Event Contact:** RSVP to the event email only if your organization wants to attend, no other action is required if you do not want to go. (*Include the name, email, and phone number for each attendee from your organization.)*
4. **CHC Event Manager:** Confirms attendee(s) selected by the CCC Campaign Coordinator and notifies the Nonprofit Event Contact. The CCC Campaign Coordinator will be copied on the confirmation email and the full event details will be attached.

## CCC EVENT RULES OF ENGAGEMENT

1. To avoid confusion and potential gate crashers, **the full address of the event will not be shared** in the initial event invitation email. Only the confirmed attendees will receive that information.
2. Please **do not** reach out to CCC Campaign Coordinators soliciting invitations to more events. They may request your presence at future events through the Event Request Form, and you will receive it through the proper channels.
3. Please attend every event you are confirmed for. If your organization is unable to attend the event, please notify both the CHC Event Manager and the CCC Campaign Coordinator immediately so we may find a replacement attendee.
4. To expedite the event booking process please RSVP to events as quickly as possible. Events open to all nonprofits will likely be filled within 24 hours. If you RSVP for an event that has already been Filled, you will receive a courtesy email saying the event has been filled.
5. Please pay close attention to the Details section of the event emails. A sample event email is on page 2 of this document. *Please note the numbers and corresponding information below.*
6. To ensure ethical campaign event invitation processing ALL participating nonprofits will receive event invitation emails at the same time. CCC event organizers will select which nonprofits to confirm for their events, not CHC.

# ANATOMY OF AN EVENT EMAIL



1 CCC_DOT Charity Fair-Oct 30 (Example Event Email Only)

E Events — Reply | Reply all | Forward

To: Creating Healthier Communities Events; — Wed 10/1/2025 3:59 PM

CHC : CREATING HEALTHIER COMMUNITIES

As a participating nonprofit in the workplace giving campaign noted below, an engagement opportunity is available for your consideration. If you do not wish to participate no further action is required.

2 Campaign: Colorado State Campaign
Event Setting: Indoor
Event Type: Tabling
Event Date: 10/30/2025
City: Denver
State: CO
Start Time: 10/30/2025 11:00 AM
End Time: 10/30/2025 1:00 PM

3 Details for Charities: The Colorado State Department of Transportation is hosting their annual chili cook-off and charity fair on Thursday, October 30th.

10 nonprofits are invited to table their information. Halloween costumes are encouraged.

Please arrive by 10:30 AM to set up. No power access at this location but parking is abundant and free.

4 Please RSVP to events@chcimpact.org no later than Oct 6. First 10 to reply will be confirmed.

5 ***In order to RSVP you do not need to know the name of the individual who will be attending. That information can be provided during event confirmation.***

6 **Click here to RSVP for CCC_DOT Charity Fair-Oct 30 (Example Event Email Only)**

Thank You,

1. **Email Subject:** The department name, type of event, and the date will be in the email subject.
2. Note the who, what, where, and when. (The full address is omitted deliberately to avoid unconfirmed attendees going to event.)
3. **Details for Charities:** Read this section very carefully before replying or ignoring.
4. **RSVP** to events@chcimpact.org or just click Reply.
5. **Attendee Information:** We prefer to have this information with your initial RSVP.
6. Please ignore the “Click here to RSVP” This feature is for our internal campaign event invitations to our partners. It is not being used to process CCC events.