

# Candidate Forum Checklist

## PRIOR TO FORUM

	WHAT	WHO	BY WHEN
1.	Set date		
2.	Secure location (May require proof of insurance, available from LWV NJ office)		
3.	Set format (Voter Service Manual, pp.28-38)		
4.	Secure an out-of-voting-area LWV moderator. <ul style="list-style-type: none"> <li>• Submit request to the LWV NJ office</li> <li>• Contact moderator by phone or email to confirm</li> </ul>		
5.	Get names and addresses of candidates from the Office of the County Clerk or municipal clerk. (Request an Excel spreadsheet, if participating in VOTE 411).		
	Research and prepare background information on elected offices: <i>office name; length of term; salary; unexpired term, if any; duties if not obvious.</i>		
6.	Prepare candidates packages (Cover letter, format and ground rules, return card with signature, SASE)		
7.	Send candidates packages by registered mail to candidates. (Opt for electronic tracking.) Monitor USPS status of delivery. Check P.O. Box for returned, signed forms. <i>If a candidate fails to respond, use other means to confirm participation and have agreement forms at the forum for him/her to sign before participating.</i>		
8.	Email candidates package to moderator		
9.	Contact local cable TV for coverage and send a copy of the format		
10.	Prepare and send publicity to local media (IAPP, weeklies, township sign, radio stations, social media, _____)		
11.	Develop LWV questions for the forum: 2 or 3 to “seed” the Q&A, others for back-up		
12.	Assign jobs for night of forum: <ul style="list-style-type: none"> <li>• Greeter (at table with LWV material) _____</li> <li>• Host (Welcome, introduction of moderator) _____</li> <li>• Timekeepers 1)_____ 2)_____</li> <li>• Question collectors 1)_____ 2)_____</li> <li>• Question screeners 1)_____ 2)_____</li> </ul>		

## WORK DAY BEFORE FORUM

	WHAT	WHO	BY WHEN
1.	Gather and pack-up equipment: <ul style="list-style-type: none"> <li><input type="checkbox"/> Red and Yellow cards for timekeeper</li> <li><input type="checkbox"/> Stopwatch or smartphone for timekeeper</li> <li><input type="checkbox"/> LWV Banner and tape/wire for hanging</li> <li><input type="checkbox"/> Index cards for written questions from audience</li> <li><input type="checkbox"/> Pens/pencils for audience questions</li> <li><input type="checkbox"/> <b>Name tents for candidates</b></li> <li><input type="checkbox"/> Water and cups for candidates</li> <li><input type="checkbox"/> LWV buttons for volunteers</li> <li><input type="checkbox"/> LWV literature and voting information</li> <li><input type="checkbox"/> LWVTO.ORG business cards to place on seats</li> <li><input type="checkbox"/> “Louder” sign</li> </ul>		
2.	Contact venue to confirm access to building and set up of microphones, etc.		

## DAY/NIGHT OF FORUM

1.	Arrive at least 30 minutes before candidates are due to check set-up and make any adjustments <ul style="list-style-type: none"> <li><input type="checkbox"/> Hang LWV banner _____</li> <li><input type="checkbox"/> Place candidates' name tents and water _____</li> <li><input type="checkbox"/> Set up LWV table with literature _____</li> <li><input type="checkbox"/> Place and test the microphones</li> <li><input type="checkbox"/> Set up a table (not easily visible to audience) for question screeners</li> <li><input type="checkbox"/> Place WVTO.ORG card on each seat</li> </ul>		
2.	Greet the moderator and candidates. Introduce Moderator to candidates. Moderator will review format and ground rules with the candidates. The Cable TV technician may want to test the microphones with the candidates.		
3.	Run the forum: <p>Sponsor welcomes audience and introduces moderator</p> <p>Moderator reviews the format, states meeting end time, introduces the timekeepers, and explains the ground rules</p> <p>Moderator conducts the meeting</p> <p>Moderator closes the meeting: Thank yous, reminders to vote—what, where, and when</p>		