

Candidate Forum Checklist

PRIOR TO FORUM

	WHAT	WHO	BY WHEN
1.	Set date*		
2.	Secure location* (May require proof of insurance, available from LWVNJ office, if we are the hosts). Considerations: Size sufficient for expected audience and number of candidates; Podium for moderator; Microphones— (moderator must have his/her own); Tables for candidates (ideally with skirts); Table for Screeners; Adequate security.		
3.	Set format (Voter Service Manual, pp.28-38)		
4.	Secure an out-of-voting-area LWV moderator. <ul style="list-style-type: none"> • Submit request to the LWVNJ office lwnj.org, (609-394-3303) • Contact moderator by phone or email to confirm 		
5.	Get names, addresses, and email (if possible) of candidates. (For 2018, we have a complete list of Monmouth Co. municipal and board of education candidates from the County Clerk. They are posted on LWVTO.ORG, “Members Only” page. Password league1920. Otherwise, info available from the Office of the County Clerk or municipal clerk.)		
6.	Prepare candidates packages (Cover letter, format and ground rules, return card with signature, SASE)		
7.	Send candidates packages by USPS mail and by email (if you have email addresses) to candidates. Keep track of returned, signed forms (returned by U.S. Mail or email). <i>If a candidate fails to respond, use other means to confirm receipt of the invitation and participation in the forum 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 (<i>Asbury Park Press</i> , 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"> • Greeter (at table with LWV material) _____ • Host (Welcome, introduction of moderator) _____ • Timekeepers 1)_____ 2)_____ • Question collectors (consider tapping students, scouts, et.al.) 1)_____ 2)_____ • Question screeners 1)_____ 2)_____ 		

* If LWV is not hosting, #1, 2, 5, 9, and 10 are normally done by the host organization. Confirm this. #3 is done in collaboration with the sponsoring org.

WORK DAY BEFORE FORUM

	WHAT	WHO
1.	<p>Gather and pack-up equipment/material:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red and Yellow cards for timekeeper <input type="checkbox"/> Stopwatch or smartphone for timekeeper <input type="checkbox"/> LWV Banner and tape/wire for hanging <input type="checkbox"/> Index cards for questions from audience <input type="checkbox"/> Pens/pencils for audience questions <input type="checkbox"/> Name tents for candidates (on card stock) <input type="checkbox"/> Water and cups for candidates/moderator <input type="checkbox"/> Large paper clips for Question Screeners <input type="checkbox"/> Playing cards or some device to pick order of opening and closing statements <input type="checkbox"/> LWV buttons for volunteers <input type="checkbox"/> LWV literature and voting information <input type="checkbox"/> LWVTO.ORG business cards to place on seats <input type="checkbox"/> “Louder” sign <input type="checkbox"/> Ground rules agreement cards (if needed) <input type="checkbox"/> Copy of ground rules for Timekeepers 	
2.	Contact venue to confirm access to building and set up of microphones, etc.	

DAY/NIGHT OF FORUM

1.	<p>Arrive at least 30 minutes before candidates are due to check set-up and make any adjustments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hang LWV banner _____ <input type="checkbox"/> Place candidates' name tents and water _____ <input type="checkbox"/> Set up LWV table with literature _____ <input type="checkbox"/> Place and test the microphones <input type="checkbox"/> Set up a table (not easily visible or AUDIBLE to audience) for question screeners <input type="checkbox"/> Place WVTO.ORG and/or VOTE411card on each seat 	
2.	Greet the moderator and candidates. Test the microphones with the candidates and instruct candidates about staying seated, etc. in consideration of videotaping, etc.	
3.	Moderator reviews ground rules with candidates and secures signatures on agreement cards for candidates who did not mail them in. Moderator uses playing cards or name tents to randomly select order of opening and closing statements.	
4.	<p>Run the forum:</p> <ul style="list-style-type: none"> • Sponsor/Host welcomes audience and introduces moderator • Moderator reviews the format, states meeting end time, introduces the timekeepers, and explains the ground rules • Moderator conducts the meeting • Moderator closes the meeting: Thank you's, reminders to vote—what, where, and when 	