

Send a group email to ALL CANDIDATES. List their email addresses on the "To" line so they see that all received the same information at the same time. Blind copy the moderator and yourself. Keep a copy of all email communication with candidates and a log of any conversations.

Candidates for **[race name]**:

The League of Women Voters is holding a **[name of race]** Candidate Forum **[time and date]**, at **[place]**. Candidates arrive 30 minutes before the start. Please hold the date. You will be receiving package within a few weeks via email and USPS with a formal invitation, a detailed description of the format, list of ground rules, and response card asking you to sign and return agreeing to abide by the ground rules.

Under League of Women Voters rules, we use a format that is designed to be balanced and informative to the public. The forum will include opening and closing statements by all candidates and audience questions. The audience questions are written on index cards, screened by trained volunteers to ensure they are relevant to the race and appropriate, grouped to prevent repetition, and then posed by the Moderator. All candidates have the opportunity to respond to each question if they wish. There are no "rebuttals" and no "back and forth" among candidates. If there is someone who can videotape the event, we will post the video to our League website, in order to permit residents unable to attend to learn the positions each candidate expresses during the event. We do not permit audience members to wear partisan clothing or to bring in banners or signs.

[Signature]

OR—If another organization is hosting/sponsoring

Candidates for **[race name]**:

The **[name of sponsoring organization]** is sponsoring a **[name of race]** Candidate Forum **[time and date]**, at **[place]**. (Candidates arrive 30 minutes before the start.) It has asked the League of Women Voters to run and moderate the event.

Please hold the date. You will be receiving package within a few weeks via email and USPS with a formal invitation, detailed description of the format, list of ground rules, and response card asking you to sign and return agreeing to abide by the ground rules.

Under League of Women Voters rules, we use a format that is designed to be balanced and informative to the public. The forum will include opening and closing statements by all candidates and audience questions. The audience questions are written on index cards, screened by trained volunteers to ensure they are relevant to the race and appropriate, grouped to prevent repetition, and then posed by the Moderator. All candidates have the opportunity to respond to each question if they wish. There are no "rebuttals" and no "back and forth" among candidates. If there is someone who can videotape the event, we will post the video to our League website, in order to permit residents unable to attend to learn the positions each candidate expresses during the event. We do not permit audience members to wear partisan clothing or to bring in banners or signs.

[Signature]