



LEAGUE OF WOMEN VOTERS OF MAINE

Candidates' Forum Checklist

General Planning (2-3 months ahead)

- ✓ Determine which election areas or districts to cover.
- ✓ Choose format: debate, panel discussion, several districts at one meeting, etc.
- ✓ Decide on ground rules such as speaking order, time limits, type of questions, etc.
- ✓ Select choice of dates, times and facilities.
- ✓ Choose cosponsor(s), if any.
- ✓ List possible moderators.
- ✓ Identify the media in your area: contact person, address, and phone number.
- ✓ Present plan to League board for approval.

Arrangements (2 months ahead)

- ✓ Determine date and time of meeting.
- ✓ Check proposed facilities for adequate size, cost, location, parking, podium, microphone, and other equipment.
- ✓ Confirm arrangements with facility in writing.
- ✓ Recruit moderator or panelists, timekeepers, hostesses, voter registration person, membership person, publications person.
- ✓ Confirm arrangements with cosponsors.

Invitations (6 weeks ahead)

- ✓ Send individual letters to each candidate; including time, place, ground rules, format, and phone number of League contact person. Request RSVP by certain date.
- ✓ Send confirming letters to candidates with ground rules.

Publicity (4 weeks ahead)

- ✓ Send letters of invitation to media.
- ✓ Arrange for newspaper photographer.
- ✓ Announce meeting in League bulletin.
- ✓ Draft press release; include League contact phone number.
- ✓ Print and distribute flyers.
- ✓ Arrange for League banner, signs, decorations, and flag.
- ✓ Acquire voter registration forms and absentee ballot applications.

- ✓ Prepare written agenda; include format of candidate forum, list of candidates, office for which they are running, length of term, party designation, and election information. Optional: space to write questions, League donation/membership form, and candidates' biographical information.
- ✓ Invite local luminaries.
- ✓ Clip newspaper articles related to meeting and election for League archives.

Preparation (2-3 weeks ahead)

- ✓ Procure stopwatch, gavel, and time cards.
- ✓ Distribute agenda with timing rules and order of business to moderator, president, timekeeper, candidates, etc.
- ✓ Release pre-meeting publicity promoting attendance and encouraging citizens to vote.
- ✓ Confirm all arrangements.

Hospitality (2 weeks ahead)

- ✓ Arrange appropriate refreshments and necessary supplies.
- ✓ Arrange water glasses, paper and pencils for candidates.
- ✓ Also prepare front tables, if used: tablecloths, name cards for panelists and moderator.
- ✓ Prepare nametags for all candidates, moderator, timekeeper, panelists, LWV president, voter service chair, membership chair, voter registration person, etc.
- ✓ Arrange press section and credentials.

At the Meeting

- ✓ Arrive one hour early. Check to see that arrangements are as requested.
- ✓ Hang banners and posters.
- ✓ Check audio and lighting.
- ✓ Greet League personnel, candidates, and press.
- ✓ See that the meeting begins on time.
- ✓ Thank all those involved for a successful candidates' night.

After the Meeting

- ✓ Write thank you notes.
- ✓ Submit vouchers and receipts for reimbursement.
- ✓ Prepare evaluation for files.