

LWV Candidate Forum Timeline and Task Breakdown

8 Weeks Ahead - Obtain complete list of Races/Candidates IBOE website

- a. Contact other leagues in the area
- b. Define eligibility requirements - are there two or more candidates running

8 Weeks Ahead - Decide to have Candidate Forum

- a. Develop candidate participation policy
- b. Develop ground rules - need inter-league review

7 Weeks Ahead - Invite all eligible candidates

- a. Determine Date...may need to reach out to incumbent first to ensure present due to traveling for duties and obtain a few date options from venue
- b. Issue Invitation and Ground Rules to candidates via email (or US mail)
- c. Mail Invitation and Ground Rules to candidates via US mail if email non responsive
- d. Consider calling candidate not responding on the RSVP deadline

7 Weeks Ahead - Venue and Accommodations (sometimes date is dictated by venue availability and candidate availability)

- a. Secure neutral venue: apply for permits, submit Certificate of Insurance, etc
- b. Review video and audio provisions. If none, contact local school TV department
- c. Review seating set up and capacity

7 Weeks Ahead - Provide/Review Ground Rules & Broadcast Agreement w/candidates

- a. Cover in invitation letter and again in person
- b. Require candidate signature and date
- c. Require RSVP deadline of 2 calendar weeks, RSVP yes is in the form of a signature
Ground Rules & Broadcast Agreement from candidate

6 Weeks Ahead - Identify and notify a moderator outside of the district

5 Weeks Ahead - Submit Paperwork to Promote Forum

- a. Press release
- b. Local newspapers
- c. Social Media - create FB event for constituent RSVP
- d. Post on local LWV websites
- e. Post on LWVIL Calendar
- f. Set up email for questions to be submitted
- g. Forward questions to moderator prior to event

4 Weeks Ahead - Secure Volunteers

- a. Question Card Sorter
- b. Timers
- c. Hand out/collect index cards from attendees
- d. Greet/seat attendees/constituents
- e. Greet Moderator and Candidates, re-explain ground rules to candidates

1 Week Ahead - Prepare Supplies

- a. Bottle water for candidates/moderator
- b. Index Cards, Pencils, Stop watch, Time remaining cards
- c. Name plates
- d. LWV logos