|  |  |  |  |
| --- | --- | --- | --- |
| Task | Assigned to | Due Date | Action or Follow up |
| 1. Decide to have Candidate Forum
 |  |  |  |
| * 1. Develop candidate participation policy
	2. Develop ground rules
	3. Review Video, Audio,
 |  |  |  |
| 1. Determine Date and location
	1. Secure location
 |  |  |  |
| 1. Identify and notify a moderator
 |  |  |  |
| 1. Obtain complete list of Races/Candidates
	1. Contact other leagues in the area
	2. More than one district?
	3. Define Eligibility requirements
 |  |  |  |
| 1. Invite all eligible candidates
	1. Request resume/bio for voter guide or intro
	2. Submit questions for voter guide
	3. Consider calling candidate not responding on the RSVP deadline
 |  |  |  |
| 1. Provide/Review ground rules and Broadcast Agreement with Candidates
	1. Cover in invitation letter and again in person
	2. Require candidate sign off
 |  |  |  |
| 1. Promote the Event
	1. Press release
	2. Local newspapers and other media
	3. Communicate with supporters
	4. Post on website – local and the LWVIL Calendar
	5. Co-sponsors communication stream
 |  |  |  |
| 1. Confirm Location and set up
	1. Confirm set up – tables, microphones, chairs, campaign material
	2. Review requirements for videotaping, live streaming, etc
	3. Podium
	4. Reception/Refreshment area
	5. Area for campaign material
	6. Bottle water for candidates and moderator
 |  |  |  |
| 1. Determine print needs
	1. Programs, signage, name plates, etc
	2. Locate printer
 |  |  |  |
| 1. Recruit volunteers, such as
	1. Moderator
	2. Question Card Sorters
	3. Timers
	4. Hand out and collection question cards
	5. Hand out programs
	6. Greet and work with Candidates
	7. Security
	8. Voter Registrars
 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |