



SAMPLE MODERATOR SCRIPT (3/2/2024)

This sample script is for a legislative candidate forum, and it is co-sponsored by the local Chamber of Commerce and assumes a live audience is present and a printed agenda.

Speakers' Opening Comments (to audience prior to going on air or beginning to record):

(League Member)

Hello. I am [Name], President of LWV Anytown.

(Co-Sponsor)

I am [Name], President of the Anytown Chamber of Commerce, co-sponsor of tonight's forum.

(League Member)

Welcome to all of you and thank you for coming. We will start the Candidate Forum in a couple minutes, but before we do, we have a few requests and announcements to make:

We ask that no campaign buttons or campaign attire be worn in this room and that no signs or literature be distributed. Campaign literature is available on a table outside this room. Please remain as quiet as possible while the candidates are speaking so that everyone can hear, and please hold your applause until the end of the forum so that candidates will have the maximum time to respond to your questions.

(Co-Sponsor)

Please silence your electronic devices. It is the League's policy to record and post the entire candidate forum, without editing, so that the public will see the event in its entirety and not just selected scenes or sound bites. Excerpts or edited clips of candidate forums may not be used for partisan or political purposes. This Forum is being recorded by Anytown Community Television and will be available online. The website address appears at the bottom of the agenda. You are welcome to submit as many questions as you would like. Note cards are available for this purpose. Just hold up your cards and ushers will collect them throughout the forum. Please address your questions to all candidates.

(League Member)

Questions that are unclear, hostile, or of a personal nature will not be asked. Those that fall into the same general topic area may be consolidated to allow us to cover as many topics as possible in the allotted time. All questions submitted are the property of LWV Anytown.

Speakers' Opening Comments (live on the air or once recording starts):

(Co-Sponsor)

I am [Name], President of the Anytown Chamber of Commerce, co-sponsor of tonight's forum. Good evening and on behalf of the Chamber and the League, I would like to welcome you to the

Candidates Forum for Legislative Districts 98 A and B. We thank the candidates and the audience for attending tonight and our online audience for viewing.

(League Member)

I am [Name], President of the LWV Anytown. The League of Women Voters does not support or oppose a political party or a candidate for office. The League has a longstanding history in our community of providing unbiased candidate and issue information that is widely used by Minnesota voters, regardless of their political beliefs. We are pleased to be partnering with the Anytown Chamber of Commerce on this legislative forum.

(Co-Sponsor)

Sponsorship of this forum is a public service providing you with an opportunity to hear the candidates discuss important issues face to face. The views expressed here tonight are those of the candidates and not those of the League of Women Voters or the Anytown Chamber. Sponsorship of this forum is not an endorsement by the League or the Anytown Chamber of any candidate.

(League Member)

There is never enough time to cover all the issues. If you feel that your question was not addressed, please contact the candidate directly after the forum. And now I would like to introduce our Moderator, [Name], a certified Moderator from the Sunnyvale League of Women Voters.

(Moderator)

Good evening, everyone. We will start the candidate forum with the opening statements. Each candidate will be given 11/2 minutes for their opening statement and 11/2 minutes for their closing statement. Opening statements will be in alphabetical order, beginning with the candidates running for Legislative District 98A: Rashad Raskin and Saul Spearman, and then 98B: Iona Ireland and Marlena McElroy. The closing statements will be in random order. The order of answering questions will be rotated. Candidates will have 11/2 minutes to respond to the questions.

Please note our timekeepers Connie Yung and Cory Smith who have a 30 second and then a 15 second sign [wait for timekeepers to raise signs and be sure that candidates can see them]. They also have a stop sign or will call "time" to be sure each candidate has the full 11/2 minutes.

(Moderator)

We hope that most if not all the questions will be those submitted by the audience. We also have questions submitted by email to the League of Women Voters of Anytown and to Anytown Chamber of Commerce.

Let's begin with the opening statements. [use first and last name -OR- "Candidate" plus last name. In some cases, just first names are ok. Determine this in advance.]

- Our first question is: why are you running for the state legislature?

- I will now read questions submitted both by the audience here and submitted by email.
- We have time for one last question.
- Candidates will now have 11/2 minutes for their closing statement, to summarize their qualifications and positions.

I would like to remind everyone again that the views expressed in this forum are those of the candidates, not those of the League of Women Voters or the Anytown Chamber of Commerce. Sponsorship of this forum is not an endorsement of any candidate by LWV Anytown or the Anytown Chamber. And now for our closing, [League Member Name].

(League Member or Moderator)

LWV Anytown would like to thank you all for coming tonight and our online audience for viewing. We would especially like to thank our candidates for being part of the democratic process by running for office and for being willing to serve our community.

The League researches issues important to our members and to the health of our communities. If you are interested in finding out more about what we do and how you can also make a difference, please pick up a membership brochure at the registration table or visit us at lwvmn.org. Membership is open to anyone age 16 and older.

You can find more information about candidates and about voting at VOTE411.org or mnvotes.org. Links to all the candidate forums and additional voter information can be found on the LWV Anytown Facebook page and lwvmn.org.

Again, thank you for coming – and remember to vote on November [Xth]!