

Sample Event Timeline for Candidate Forum

Assumptions:

1. There will be 4 candidates participating in the forum.
2. The forum will begin promptly at 7:00pm and conclude promptly at 8:30pm.
3. Usual and customary LWV forum rules will apply.

NOTE: A 1-minute response per question results in a total of 12 questions being asked, plus opening and closing statements.

Time	Event	Notes	On-Site Person Responsible
5:30pm	Setup	Key LWV volunteers & staff arrive to setup registration area, head table, membership table, literature table, reserved tables, etc.	LH, ST, TK
6:00pm	Volunteers arrive	LWV volunteers serving as Timers, Question Screeners, Hosts, Registration Greeters, etc. arrive	Committee
6:15pm	Setup Complete & Reviewed, Sound Check Completed		LH, ST, TK
6:15pm	Volunteer Briefing		LH, ST
6:30pm	Doors Open, Registration Begins	Hosts at each door to distribute programs, monitor audience for campaign signs, buttons, clothing, etc.	JG, BA
6:30pm	Co-Sponsors Arrive	Have Host assigned to greet them, review setup, rules, etc.	ST, SD
6:30pm	Question Screeners Begin Reviewing Questions with Moderator	Have separate reserved table near back of room, apart from audience, receive questions from audience members, include questions from co-sponsors, received online and at door	SS, SW, RS
6:45pm	Candidates Arrive	Have literature table ready outside room, Host assigned to greet candidates, brief them on procedure, introductions to co-sponsors, moderator, etc.	LS, HF,
6:55pm	Candidates, Moderator & Other Speakers Seated; Audience Given 5 minute Warning	If event is being televised, forum rules reviewed at this time	Who will introduce Moderator?
7:00pm	Forum Begins	President will do 2 minute greeting	President

7:02pm	LWV Welcome	SD — 3 minute greeting, including introducing co-sponsors & introducing Moderator	SD
7:05pm	Forum Procedure/Rules	Moderator Reviews Procedure, Rules, Introduce Timers, Question Screeners	Moderator
7:06pm	Candidates Introduced	Moderator introduces all 4 candidates very briefly	Moderator
7:07pm	Opening Statements	2 minutes each x 4 candidates plus 1 minute total for transitions by moderator	Moderator
7:16pm	Question 1	1 minute per response plus 1 minute total for transitions	Moderator
7:21pm	Question 2	1 minute per response plus 1 minute total for transitions	Moderator
7:26pm	Question 3	1 minute per response plus 1 minute total for transitions	Moderator
7:31pm	Question 4	1 minute per response plus 1 minute total for transitions	Moderator
7:36pm	Question 5	1 minute per response plus 1 minute total for transitions	Moderator
7:41pm	Question 6	1 minute per response plus 1 minute total for transitions	Moderator
7:46pm	Question 7	1 minute per response plus 1 minute total for transitions	Moderator
7:51pm	Question 8	1 minute per response plus 1 minute total for transitions	Moderator
7:56pm	Question 9	1 minute per response plus 1 minute total for transitions	Moderator
8:01pm	Question 10	1 minute per response plus 1 minute total for transitions	Moderator
8:06pm	Question 11	1 minute per response plus 1 minute total for transitions	Moderator
8:11pm	Question 12	1 minute per response plus 1 minute total for transitions	Moderator
8:16pm	Closing Statements	2 minutes each plus 1 minute total for transitions	Moderator
8:24pm	Closing Comments	Acknowledge facility, co-sponsors, candidates, moderator, volunteers, audience, media. Encourage everyone to vote and inform about where to get voting info online	
8:30pm SHARP	Forum Concludes		