

Forum Equipment Needs

- ❑ Long table for candidates
- ❑ Podium for the moderator
- ❑ Chairs for each of the candidates and the moderator
- ❑ Small table and chairs for timekeepers
- ❑ Microphones for each candidate and the moderator
- ❑ Small table for pages/ushers.(Might use students from Student Council)
- ❑ Pitchers, cups and ice water for moderator and candidates
- ❑ Name place cards identifying each candidate and moderator
(You can print out names in a big font on a computer, cut the names out, and paste on a manila folder that has been cut about five inches from the fold)
- ❑ Stopwatch or other timekeeping device
- ❑ Red banner and yellow banner for timekeepers.
(Yellow banner is for one timekeeper to hold up to warn the candidate he/she has 30 seconds left to speak. The red banner is for STOP, your time is up)
- ❑ Index cards and pencils for pages/ushers to pass out to audience for candidate questions from the audience, if time permits
- ❑ Optional: table for candidates to place brochures