

Forum Timeline

90-60 Days Before Forum:

- Identify date for the forum. Factors to be considered could include if you want to have the forum just before early voting starts or just before election day. Try to find out if any other organizations are hosting forums such as League of Women Voters.
- Secure a location to hold the forum and reserve the room or building. Ask whether there will be someone there to open and close the facility such as a janitor. Find out who will be setting the tables, chairs, podium and microphones up.
- Secure a neutral person to be the moderator for the evening. After that person has agreed, make sure they get the forum date on their calendar. Send the moderator a confirmation letter.

45 Days Before Forum:

- Solicit questions from PTA members and community members who have an interest in public education.
- Set up a meeting time to finalize which questions will be asked.
- Send an invitation letter to each candidate. The letter should contain the following:
 - (a) Format for the forum
 - (b) Candidate Biographical Data return sheet with a place to check yes or no that he/she will be attending the forum
- Send letter or fax to principal or person in charge of the facility where the forum is being held confirming equipment arrangements.

30 Days Before Forum:

- Hold a meeting(s) to finalize questions. Designate who will be the two or three timekeepers (one to operate the stopwatch, one to hold the yellow banner, and one to hold the red banner). Designate who will act as host for the evening and introduce the moderator. The moderator can introduce the candidates. Designate who will act as ushers/pages to greet people at the door and hand out the candidate biographical data sheet and also hand out and collect the index cards for the questions from the audience portion of the evening.
- Send out press releases to newspapers, radio and television stations informing them of the date, time and location of the forum. Ask them to publicize as much as possible. Utilize email and other social media to spread the word about the event.

20 Days Before Forum:

- Mail out 20 questions to the candidates and perhaps a newspaper reporter that regularly covers your school district's issues.

(continued on reverse side)

7 Days Before Forum:

- Send reminder email
- Gather up the following needed items:
 - (a) Stopwatch
 - (b) Yellow and red banners
 - (c) 2 or 3 pitchers, cups and ice chest so the moderator and candidates can have ice water
 - (d) Index cards and pencils
 - (e) Materials to make name place cards for each candidate and the moderator

Day of the Forum:

- Send reminder email
- Get room or facility ready, including making sure microphones are working appropriately
- Get ice for ice water
- Arrive an hour before the forum is scheduled to start in order to make sure facility and equipment is appropriately placed. Lay out name place cards, pitchers or water, and index cards and pencils

After Forum:

- Help clean up the room.
- Thank the janitor
- Send thank-you letters to the moderator, the candidates who participated, the principal or person in charge of the building, and the janitor
- Send a thank-you letter to Student Council (if they were the ushers)