**Letter for Moderator Confirming
Candidates’ Night**

(PTA)

Mailing Address

(PTA President)

mm/dd/yyyy

Moderator Name

Moderator Mailing Address

Dear (Formal Salutation):

Thank you for accepting the position of moderator for our Candidates’ Night. The forum is scheduled for mm/dd/yyyy, 7:00 - 9:00 pm at the (Name of Auditorium and School), (Address). We ask that you arrive at 6:30 pm. We have asked the candidates to arrive at 6:40 pm.

We have chosen to go with the format of 15 questions formulated ahead of time. These questions will be gathered from a variety of organizations within the community. The 15 questions will be mailed to the candidates on (date at least 10 days before forum). Those 15 questions will be put into a bowl on the night of the forum and each of the five candidates will pick ultimately three questions. For each question they pick, that candidate will have two minutes to respond. After that, the other candidates will have a one-minute secondary response that they may wish to make. Each candidate may make up to three secondary responses. Ultimately all 15 questions will be asked.

On the night of the forum, our (PTA President or other position) will introduce you. You can then make whatever short introductory speech you would like and then we would request that you explain the rules for how the evening will unfold to the candidates and audience.

I have enclosed a copy of a letter that was sent out to each candidate, inviting them to the forum and explaining the agenda.

Sincerely,

(PTA President)

