**Invitation Letter for School Board Candidate Forum**

(PTA)

(Address)

(Date)

(Candidate Name)

(Candidate Mailing Address)

Dear (Formal Salutation):

Service on the (Name) Independent School District Board of Trustees is one of the most vital services in our community. We appreciate your willingness to offer yourself as a candidate for this office.

The (PTA) is hosting a forum for the candidates seeking the (number) positions on the Board of Trustees. This evening is so that members of our community can meet with you and the other candidates. All candidates for the (Name) School District Board of Trustees have been invited.

The forum is set for (mm/dd/yyyy), from 7:00 - 9:00 pm at (Location), (Address). It is requested that candidates be there by 6:40 pm. We are looking forward to your presence on that evening. If for any reason you are unable to attend, please contact (PTA) President (Name) at (Phone) or send an email to (Email).

You will be given the opportunity to speak for two minutes. We suggest you limit your subject matter to your reasons for running for office and what your goals are if elected to office. Please complete the attached biographical data sheet and email to (Email). The biographical data on each candidate will be put onto one sheet and handed out at the door on the evening of the forum to those in attendance. The agenda for the evening is as follows:

1. Welcome the audience
2. Introduce the moderator
3. Introduce the candidates and read the guidelines, by moderator
4. 2-minute presentation by each candidate
5. Question and answer time. (A candidate will select a question from the bowl with 2 minutes to respond. Another candidate may then make a 1-minute secondary response. Each candidate will pull 3 questions from the bowl and each candidate may make 3 secondary responses. In total, 15 out of 20 possible questions will be asked. The 20 total questions will be mailed to each candidate (date at least a week before the forum).
6. Question and answer period from the audience (if time permits).
7. 90-second wrap-up by each candidate.

This will be a two-hour program and we will have timekeepers. We look forward to meeting with you on (date of forum).

Sincerely,

(PTA President)

