

CANDIDATES FORUM TO-DO LIST (GENERIC)
January 2018

ELECTION DATES:

Filing deadline for Primary Election: _____
Last date for withdrawal: _____
Voter Registration (Primary) Deadline: _____
Primary Election
Voter Registration (General) Deadline : _____
General Election: _____

LEAGUE COMMITTEE MEMBERS

Name _____ ; Phone _____ ; Email _____
Name _____ ; Phone _____ ; Email _____

Debate Rules:

- LWVUS - Link to “LWV Guide to Candidates Debates” (last updated in 2007):
<http://www.lwv.org/files/Face%20To%20Face.pdf>
- LWVMD – see website

FORUM DATES

- Forum will be held on _____
- Other leagues having forums (so far):
 - _____
 - _____
- LWVMD _____

VENUE

- i.e., Woods Memorial Church, 611 Baltimore-Annapolis Blvd., Severna Park 21146
 - Contact: _____; phone, email: _____
- Other possibilities: _____
- Get detailed contact information from venue managers
 - Work with them on:
 - stage and auditorium setup
 - seating capacity
 - hours of operation and availability of personnel
 - availability of lighting and microphone technical support
 - liability insurance (LWVMD has liability insurance)
 - any charges for use of space
 - requirement for signed contract

- possibilities for videotaping

CANDIDATES

- Check relevant websites for lists of candidates, filing deadlines, etc., i.e. State Board of Elections website (<http://www.elections.state.md.us/index.html>), or City/County Clerk website.
- Email invitations to qualified candidates (after filing deadline).
 - (_____ (Name) _____) on _____ (date) .
 - No responses as of _____ (date) OR
 - Reached all candidates or their aides by phone—all positive responses (date) _____.
- Collect and maintain detailed contact information on all candidates running for election, i. e. campaign managers, schedulers, aides, political party committee chairs, etc.
 - Example follows:
 - Scheduler for Sarbanes: Kristen Lail (202-226-1747) (Kristen.lail@mail.house.gov)
 - Friends of John Sarbanes Field Director: Evan Polisar (evan@johnsarbanes.com)
 - Phone: 301-538-0862
 - Scheduler for Edwards: Allyson Alvare (202-225-8699) (Allyson.alvare@mail.house.gov)
 - Aide: Adrian Christian Phone: 347-405-2591
 - Eric Knowles: (301-672-4859); email: eric@knowlesforcongress.org
 - Campaign coordinator: Cathy Harrison email: peace4all@comcast.net
 - Faith Loudon: (410-255-4784) faith@faithloudon.com
 - Scheduler: (Carole) cdilo@verizon.net
 - Carole DiLodovico, Scheduler
 - Faith Loudon for Congress, MD 4
 - <http://www.faithloudon.com>
 - www.facebook.com/FaithLoudonforCongress
 - 410-590-6519
 - Campaign volunteer: (_____) Contact info: _____
- See List of candidates attached (list with detailed information from relevant website (state, county or city))
- First letter (email): Advise date, place and request confirmation –(date)_____ by email.
- Second letter/email: Debate rules and format of forum. (date) _____ by email.
 - Request bio
 - No surrogates
 - Forum format
- Third letter/email: Reminder (include flyer) and repeat Forum format

MODERATOR

- Need someone very knowledgeable and professional
- Qualified League member preferred
- Considering current political climate in Congress, must be
 - Diplomatic
 - Able to handle any potential disputes

- Be extremely careful to allot equal time and opportunity to each candidate
- Potential: name _____ . Requires honorarium or donation: ? _____
Contact info: _____
- Give her/him detailed instructions on how the forum will proceed and what will be required of him/her.

PUBLICITY

- **Flyer (as designed)**

ANY PHOTOS CONTAINED IN FLYER SHOULD BE SUBMITTED BY CANDIDATES THEMSELVES OR BY THEIR CAMPAIGN EMPLOYEES.

To avoid problems for the League and for candidates regarding use of official government material by incumbents in their campaigns for election, do not copy photos from websites to use in publicity or for any other League purposes. League organizers should request that candidates or their campaign workers submit their preferred candidate photos.

- **Website:** Keep up-to-date info re forum on League website.
- Put forum videos on League website and Facebook, other social media.
- Can we get NPR or local radio interested??
- Possible to secure interviews on Comcast and WNAV?.
- Flyer to members, non-profits with newsletters
- Activate telephone tree for members
- Flyer and press release to newspapers
- Enlist co-sponsor(s) in publicity efforts
- Flyers in libraries, etc.
- LWVAA newsletter & other Leagues
- Add Senior Centers to Publicity list
- Contact at *Capital Gazette*:
 - Rob Hiaasen Phone: 410-280-5931 Email: rhiaasen@capgaznews.com

PERSONAL INVITATIONS

Send invitations to local officials, etc.? (depends on level of government being elected)

- Governor
- Lt. Gov.
- Relevant Maryland General Assembly Delegation
- County Council
- City officials

CO-SPONSORS—

Be careful NOT to co-sponsor with single-issue organizations or those sponsoring candidates

- _____; contact: _____. email: _____
 - Volunteers provided by (co-sponsoring organization) _____:

PROGRAM

- Put together Program for handout on evening of Forum (**see sample attached**)
- Include rules such as: No cameras or cell phones; no applause; no partisan signs or name tags, etc.

FORMAT FOR FORUM (see excerpt from “Notes to Moderator” on last page)

- Determine order in which candidates will sit on stage (alphabetical is preferred)
- Introductions, **no opening statements**, one-hour debate on issues provided; one hour of questions from audience; 3-min closing statements
 - SEED QUESTIONS (solicit from members prior to forum)
- League President or member introduces Forum and Moderator (provide notes if appropriate)
- Moderator introduces candidates (provide notes if appropriate)

SECURITY

Notify local law enforcement of event for their info and possible inclusion in patrols.

BUDGET

- Honorarium for Moderator \$300
- Donation to/charge for venue \$200
- Mailings and invitations in kind
- Printed programs \$100
- Name tags for volunteers in kind
- Videographer \$\$
- Security guards to patrol parking lot if deemed necessary ??

EVENING OF FORUM

- How many **volunteers** needed? (Be sure and **brief them** before debate begins)
 - Greeters--assign them to individuals candidates as “caretakers”
 - Timekeepers—what method do we use to alert candidates when time is up (large-printed cards preferred)
 - Question collectors
 - Question screeners (must be League or co-sponsor members)
 - Choose screening team
 - Tent cards
 - League banner(s)
 - Flags (U.S./MD)
 - Name tags
 - Tables for candidate, co-sponsor and League literature
 - Tablecloths

- League table sign in sheet -
 - Sign in candidates and guests—give name tags
 - (Ask candidates to come early)
 -

Excerpt from Notes to Moderator regarding LWVAAC’s most recent (and quite successful) forum format:

PROCEDURES FOR ISSUES DEBATE and QUESTION PERIOD :

Next, I will leave it to you to explain how the evening will progress, i.e., the first hour to be a discussion of issues, with the second hour consisting of written questions from the audience.

Issues Debate (1st hour):

The first hour will be divided into four 15-minute segments during which the following issues will be debated by the candidates. To start each 15-minute segment, each candidate will have two (2) minutes to make a statement on that issue, after which they will debate each other on that issue. You might need to move the debate along with questions of your own if they seem to run out of steam.

List Issues:

Question Period (2nd hour):

A one-hour question period will follow. Written questions will be submitted by the audience and may be directed to a specific candidate; general questions will be directed to one of the candidates at the discretion of the Moderator. In either case, the other candidates will also have the opportunity to respond. Two (2) minutes will be allowed for responses to questions. Questions will be screened by a League-appointed committee for clarity, brevity, appropriateness and duplication and passed on to the Moderator at the podium.

Each candidate may then make a three (3)-minute closing statement

NOTE: There will be two League members in the front row indicating when the speaker has run out of time for his response or statement.