

For all volunteers:	Identification badges
For greeters:	Programs (if printed for the forum) 3x5 lined index cards
For organization table:	Membership applications Vote 411 cards Local League literature for general distribution (ex.: Guide To Elected Officials or printed Voters Guide)
For runners:	Lined 3 x 5 index cards Golf pencils (optional)
For screeners:	Desk lamp Pens Index cards Small legal pads
For Timers:	Laminated <u>time cards</u> (ca. 9 X 11) – print time in white on 4 different colors with STOP on red background. Times should be 1 Minute, 30 Seconds, and 15 Seconds (this one is optional) plus STOP. The times should be printed in the largest font which will fit on the cards. These are the sizes/colors most easily seen by moderator and candidates. They can also be glued onto hand-held paddles. <u>Stop watch</u> – many people use their cell phones. Be sure batteries are charged to whatever device is used. 2 signs saying <u>“Reserved.”</u> These are to be taped or pinned to the chairs on either side of the timers’ chairs so no one will be in an adjacent seat.
For Moderator:	Gavel Small legal pad and pen Bottled water Extra prepared questions on index cards to use if time remains and the audience has no questions
Candidates:	Small legal pad and pen (optional) Bottled water Program Tented name cards Floor length table cover (sheets are least expensive)
Other:	“Straws” – something to use so candidates can draw for order of speaking (done prior to forum) LWV signage (the most you can afford) to go on front of candidates’ table, moderator’s podium and behind candidates so any photo or film will have “LWV” showing.