

U.S. HOUSE Forum - Chesapeake College - Sunday, October 30, 2016 [10/23/16]

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Activity: Public forum with candidates for the U.S. Congress, District One, MD, in the 2016 General Election.	
Participants:	Matt Beers (Lib), Andy Harris (Reb), and Joe Werner (Dem) were invited. All have agreed in writing to participate
Sponsors: League of Women Voters of Kent County League of Women Voters of the Midshore League of Women Voters of Queen Anne's County	Sandy Bjork, President Barbara Sharkey, President Pat Comello, President
Time: 2 PM	Volunteers should arrive minimum of 1/2 hour before
Location: Chesapeake College, Cadbury Theater	Venue charge dismissed; Smith provided insurance certificate.
Welcome/LWV Statement of Purpose	Sandy Bjork, President, Kent League
Format: Participants will be introduced by Moderator and given two (2) minutes for introductory remarks. The three (3) questions prepared by the Questions Committee were given to participants by e-mail on will be asked by the Moderator. Participants will be given two (2) minutes to answer each question. All other questions (from the floor) must be written on cards, given to runners who deliver them to screeners, and passed on to the Moderator who will present them to the participants in accordance with established rules. Once the floor questioning period has ended, each candidate will be given two (2) minutes for wrap-up.	Directions for the forum were e-mailed to all three participants on October 16. Suggestion: prepare several questions in advance on 3X5 index cards and leave at screeners' table before forum begins.
Moderator:	Lynn Dolinger (Kent)
Questions: Kent League will prepare 3. Three will be sent to participants and printed in program. Additional questions should be prepared by League members and given to screeners prior to the event.	Completed; copies sent to League Presidents, candidates, and printed in programs
Set-up in Auditorium: Table(s) on stage to accommodate 3 participants with 3 chairs and 3 microphones. LWV-KC tabling kit used on table with LWV sign behind candidates. Moderator's podium on left side of stage. Small table with 3 chairs in corner at base of stage for screeners.	Chesapeake College will provide tables, chairs, audio. Smith has provided all details to Chesapeake College. League signs (candidate names, sandwich board for outside and outside directional signs delivered and set up by Francie Miller .) Smith will deliver/set up tabling kit, upright League sign, timer's kit, all decorations and information for League table in lobby
Supplies: ...Writing pads/pencils for candidates	Smith
...Water for candidates	Bjork
...Timing kit	Smith
...Index cards	Smith
Program: 1 sheet, folded in half, to contain 3 questions, participants' names, standard LWV remarks, moderator's name, agenda. (include League Presidents & contact info?)	Jane Hardy to prepare; UPS to print 100; Smith to pick up & deliver
Signage: Smith has name cards	Miller to prepare/deliver sandwich board, directional signs, candidate name cards
Timers: 2; mark off 4 seats in middle of front row before event	Sutton & Zelinski; Smith will deliver timing kit & 4 "Reserved" signs
Screeners: 3 needed	Kent - Bill Flook ; QA - ; MidShore-
Runners: 6 needed plus Smith	Each League will supply 3
League Lobby Table: 2 needed	Table to contain <i>Voters' Guides</i> , membership applications, any other information pertinent.
Greeters: 4 needed	Direct attendees, distribute programs, explain index cards
Security: request local law enforcement to provide at least one officer to assist	Mary Campbell to arrange security
Publicity:	Barb Flook, Smith and Bjork to prepare press release for distribution to media list (attached) on Oct. 21/22. Kent League will prepare flyers for Kent County distribution (Bjork to prepare flyer, Bricker/Fancher to distribute.) Flyer available to others on
Video: LWV-MD has requested a video of forum for its web site.	James Egan, Chesapeake College's videographer will tape the forum and supply to the state league and the College (for social media sites.)
VOLUNTEERS: on event day Kent - N. Smith, B. Sutton, F. Miller, L. Zelinski, S. Bjork, J. Hardy, Barb Flook, Bill Flook, L. Dolinger	Queen Anne's
Mid-Shore - Amy Craig, Jenne Halprin	