

Sample Script for Candidates' Forum

LWV of

INTRODUCTION (Introducer): Good [afternoon or evening], I'm [] of the LWV of []. The League is a non-partisan political organization for women and men, which encourages informed and active participation in government. This forum is part of our ongoing voter education efforts to help voters make informed decisions at the upcoming elections. We hope that over the course of this program you will learn more about the candidates and what they hope to do for []. I will now turn the meeting over to our moderator, [] of the LWV of [].

Forum Instructions (Moderator): Welcome to this candidates' forum. I will start by explaining some procedures for the forum, which each candidate received ahead of time.

Instructions for the candidates ...

- You will have [] for an opening statement, [] for a closing statement, and [] to answer each question. There will be a [] rebuttal after each question.
- Opening and closing statements will be done in the following order, based on [].
- The timekeeper is sitting in the first row. When there is half a minute left on your speaking time, the time-keeper will hold up a card that says "30 seconds," indicating that you have 30 seconds to finish your answer. At 15 seconds, the time-keeper will hold up a card that says "15 seconds." Please wrap up when you see the "Stop" Card. If you continue speaking after the Stop Card is held up, I will say "Thank you" and move on to the next speaker.
- Personal references about other candidates are out of order.
- Please note the cameras at the back of the room. This forum is being broadcast live and will be rebroadcast several times on [].

Instructions to the audience ...

- Please turn off your cell phones and beeping watches now.
- We request that you treat all candidates fairly.
- Please remain quiet throughout the forum. No clapping, cheering or calling out, with the exception that, after their closing statements, you may clap for all candidates if you wish.
- No campaign literature or signs are allowed inside this room.

- You are encouraged to submit questions for the candidates on the provided index cards. Questions must be addressed to all candidates, and must apply to issues or qualifications for their particular office. Raise your hand if you'd like another index card or to have your question collected. A League panel will review the questions for legibility, clarity and applicability to all candidates. I will read as many questions as time allows, sometimes combining similar questions, striving to cover a variety of topics.

Or:

- Questions from the audience will be taken from the microphone located []. Please line up and state your name and ask your question. I ask that your questions be respectful. Please keep your question short and to the point. Your question should be shorter than the time allowed for candidates to respond and it should end with a question mark.
- **Starting the Candidates' Forum (Moderator)**
- We will start with the candidates for the following office:

Opening statements:

- You have [] for your opening statement.

Q & A

- Now we move on to the question and answer portion of our forum:
- You have [] to answer each question.
- You have a rebuttal of [] for each question.

Closing statements:

- We'll now move on to closing statements.
- You have [] for your closing statement.

CLOSING (Introducer or Moderator): I'd like to close this forum by thanking all of the candidates for their participation in our democratic process. I would also like to thank [] for serving as our moderator this afternoon. To the voters, please remember to vote on [] at []. The polls are open from 7 am to 8pm. If you need an absentee ballot, the application for the absentee ballot must be received by the Town Clerk's office by noon on [].

Thank you and good day.