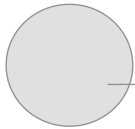


Suggested Candidate Forum Layout/Tips

If LWV is sponsor, LWV Banner (if available) hung in visible—especially to cameras--spot



Moderator's lectern

- Set off to either side of candidates.
Ensure candidates can see moderator and moderator can read name tents and see timekeepers
- Provide water and a stool if moderator is handling multiple forums at the event.



Screeners' table

- Place close to moderator, but out of line of sight of audience.
- Questions are collected, delivered to screeners, and taken to moderator during forum.
- Screener sort and group questions by topic.
All questions go to moderator. Screened put an "X" though questions not to ask and a star on particularly good questions.



Question Collector



AUDIENCE

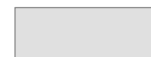


Timekeepers

- Seated in front row, **in full view of candidates and moderator**
- Hold up yellow (both sides) card when 30 seconds left; red (both sides) when time up.



Question Collector



LWV Table/greeter—voting information

Candidate Tables

- Seat candidates alphabetically:
 - If slates, seat alphabetically within slates.
 - Put independents, if any, together alphabetically
(Consider placing between the slates to avoid relegating them to the wings)
- Place name tents on tables so they can be seen by both the moderator and the audience.
- Place and test the microphone. Go over use with candidates (including sharing, if necessary, and staying seated).
- Place water out for candidates.
- Ideal: Table have modesty skirts.
- If just two candidates, may prefer lecterns, if available (Consider providing stools).