

Format and Schedule for Shenandoah County Candidate Forum

1. Welcome:

- a. 2-4 Volunteers standing by doors to welcome and direct to question table or seats.

2. Question Table (4 volunteers):

- a. Set up a table for each forum (ie, SB/BOS/Delegate/Senate/Treasurer) near room entrance with 2 volunteers per table
- b. Attendees will be provided instructions for writing questions for the candidates.
- c. Table will be stocked with index cards and pens/pencils and box for completed question cards.
- d. *Instructions for submitting questions will be posted on these tables.*
 - i. *1 question per card.*
 - ii. 150 characters per question / 1 side only.
 - iii. Label whether question for School Board (SB)/Board of Supervisor (BOS)/Delegate/Senate/Treasurer Forum.
 - iv. No names on question cards.
 - v. No attack questions.
 - vi. All questions must be in the form of a question and will be reviewed by committee.
 - vii. Attendees may submit multiple questions
 - viii. Drop completed question card into box on table.

3. Question Sorting Table: (4 volunteers)

- a. Question Committee will review and sort questions into general categories for each forum for the moderator.
 - a. General category, i.e. Taxes, economy, etc .
- b. Remember guidelines for questions:
 - a. *1 question per card.*
 - b. 150 characters per question / 1 side only.
 - c. No names on question cards.
 - d. No attack questions.
 - e. All questions must be in the form of a question.

4. Room Setup:

- a. 125-150 chairs set up in auditorium type arrangement.
- b. **Moderator/Timers:**
 - a. Table with 3 chairs for Moderator, Moderator 2, and Timer will be set in center of room, in front and facing the stage.
 - b. Moderator/timer table will have a microphone.
 - c. Water bottle, notepad and pens will be provided.
- c. **Candidates:**
 - a. Table with chairs in center of stage facing moderator with microphone.
 - b. There will be at least 1 microphone.
 - c. Water bottles, notepads and pens will be provided.

5. Timer (2 volunteers):

- a. Two volunteers will be seated next to the moderator and in view of the candidates.
- b. Timing:
 - a. Introductions and Closings: Each candidate will have 2 minutes.
 - b. Questions: Each candidate will have 2 minutes to respond to question
- c. A yellow card as warning will be raised when candidate has 30 seconds left.
- d. A red card when 5 sec left.
- e. Rebuttal Policy: Candidates will be allowed to ask for ONE 30 sec rebuttal per question to clarify or correct an answer by another candidate. Once requested, moderator will make decision to allow rebuttal or not.

Schedule of Events:

6:50-7:00pm
(Chamber)

Welcome, introductions and ground rules – Chamber rep

NOTE: If there is a long line of people waiting to submit questions, the ones in line should be given five minutes and the line closed.

1. Welcome everyone.

- a. Ask everyone to be seated.
- b. Turn off cell phones.
- c. Give location of bathrooms.

2. Thank partners.

- a. Shenandoah County Farm Bureau
- b. Shenandoah County Education Assoc.
- c. Alliance for the Shenandoah Valley
- d. Shenandoah County Chamber of Commerce

3. Set ground rules for the evening

- a. The Forum is intended to be a civil, nonpartisan discussion of the issues. *We will be respectful of others.*
- b. Moderator will ask questions only and no comments will be taken from the floor.
- c. Questions:
 - i. Questions asked this evening have been submitted by those in attendance. Volunteers are sorting the questions ONLY to determine if they meet the required criteria, are legible and labeled for appropriate candidate.) They don't eliminate questions unless they don't meet criteria (ie. too long, not a question, directed at one candidate only.) They do note if more than 1 person has submitted the same question.
 - ii. We have received lots of questions tonight and will do our best to get through as many as possible. If the moderator does not ask your question, the candidates are here tonight so we encourage you to follow up with them.
- d. Candidates will be allowed to speak without interruption or comment.
 - e. NO campaign materials in the room at all.

4. Establish schedule for the evening:

- a. District 2/3: Will start with 10 minute remarks from uncontested School Board and Supervisor Candidates
- b. Start with the Candidate Forum
 - i. 2 Minute Introduction for each candidate.
 - ii. Q&A Session: Moderator will ask the question and each candidate will have 2 min to answer.
 1. We have timers will make sure we keep everyone on schedule. The timer will hold up yellow card when 30 sec remaining and red card when 5 sec left.
 2. Rebuttal: Candidates may ask for the opportunity for one 30-sec rebuttal per question to correct or clarify

| | |
|---|--|
| | <p>the answer of another candidate. Moderator will decide whether or not to allow rebuttal.</p> <ul style="list-style-type: none"> iii. 2 Minute Closing Statement for each candidate. <ul style="list-style-type: none"> c. <u>5 minute Stretch:</u> d. <u>Oct 9/10: Start back with Next Forum</u> <ul style="list-style-type: none"> i. 2 Minute Introduction for each candidate. ii. Q&A Session. iii. 2 Minute Closing Statement for each candidate. <p>5. Introduce the Moderator for the evening</p> <p>6. Before getting started, Moderator should also recognize any uncontested candidates present and thank them for coming.</p> |
| <p>7:00-7:50pm (Moderator)</p> <p>Last Q 7:45 Closing 7:50</p> | <p>Forum – Moderator</p> <ul style="list-style-type: none"> 1. Introduce Candidates 2. 2 minute introduction for each candidate 3. Q&As 4. 2 min Closing statement for each candidate |
| DISTRICT 2 FORUM: JUMP TO THANK YOU AND CLOSING REMARKS | |
| <p>8:00pm (Chamber/ Moderator)</p> <p>Closing 8:55</p> | <p>Reconvene, reminder ground rules and reintroduce Moderator</p> <p>Candidate Forum – Moderator</p> <ul style="list-style-type: none"> 1. Introduce Candidates 2. 2 minute introduction for each candidate 3. Q&As 4. 2 min Closing statement for each candidate |
| <p>9:00pm (Chamber)</p> | <p>Thank you and closing remarks</p> <ul style="list-style-type: none"> 1. Recognize the partners. 2. Special thanks to everyone who helped out this evening .. the moderator, timers, candidates and most of all everyone who attended this evening and asked questions. 3. Upcoming forum dates 4. Remind folks to VOTE! |