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| **Forum Planning – Seattle Commissioner of Public Lands & Supt. of Public Instruction** |
| **Item** | **Responsibility** | **Tasks** |
| Venue | Local  | Find a venue that you want to use. Consider the following* Cost
* Availability on day(s) and at times you want
* Venue acoustics
* Ability for TV broadcast to use
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| Insurance | State or Local | The state league can provide this if your league does not have it |
| Candidate communication | State, but Local can do it  | Send out messages to all candidates at the same time. Not all the following are necessary all the time.* Ask candidates if they are available to participate on the day you have in mind. Once day is selected and venue reserved,
* Send out a save-the-date request
* Send out formal invitation with ground rules attached, requesting a RSVP, about a month ahead, signed by Ann Murphy
* Send out a reminder about 7-10 days ahead.
* Thank you notes and link to any TV coverage
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| Ground Rules | State | These are available from State. Local leagues can make minor variations. |
| Candidate Questions; pre-selected | Local | State has some questions that have already been collected (depending on the race). Ask all potential sponsors. Then send them promotion materials whether they provide questions or sign on as sponsors or not (see Co-Sponsors below). Question selection is the local league responsibility. |
| Candidate Questions; from audience | Local | Local league provided 3 x5 cards, collects and has selection committee at the event. Be sure the moderator script include an “ask” for the cards from the audience at some point during the first part of the event.  |
| Script | Local | State has examples, local league responsible for putting this together and working with all speakers to make sure event is seamless.  |
| Moderator | Local | Local League must provide arrange for a moderator, provide the script to moderator as well as ensuring transitions for any other speakers is handled in script.State has a script of comments that should be presented by a state representative, if possible. Suggest Local League president (or rep.) introduce moderator and invite audience to join league.  |
| Publicity | Both State and Local | Cynthia Stewart (stewdahl@comcast.net) will contact associate organizations, newspapers, put notices on Facebook and include information in TWIL and State-wide VOTER where possible.  |
| Event Handouts | Local | Include all co-sponsor logos, suggest that handout list candidates with space for notes. Local league can choose to include audience instructions and info on joining league. |
| Volunteers | Local | State requests a voter registration table be available if reasonable.Local league provides league information and sign up material. Local leagues handle the audience questions (see Questions above). Provide a candidate and speaker check in. |
| Co-Sponsors | Local, State can help | Choosing co-sponsors that have an interest in the outcome of the race and can advertise the event through their networks or that can provide some other in-kind donation like the venue or provide a cash donation to offset known cost like the venue, is important. Co-Sponsors must NOT have already endorsed or provided money to a candidate.Ask all potential co-sponsors if they would like to contribute candidate questions for consideration. Ask for their email so you can send them information about the event. Send them promotion material with reminders about providing questions and with thank-yous for sending questions.In some cases, state has already been approached by an organization that has asked us to co-sponsor with them. Local league maybe asked to use such a co-sponsor. Co-Sponsors can make all the difference in your audience attendance. |
| TV Coverage | State, where possible | An arrangement has been made by state for TVW to cover the forums if their schedule will allow. These are not “live broadcasts” they are taped and made available both for viewing at specific times on TVW and for streaming. In both cases the coverage is usually available about 2 days after the event. Where TVW has not been available the local league seems to have been able to find coverage through local community TV. |
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