YOUR QUICK FORUM TO-DO LIST

BEFORE THE EVENT

**4 MONTHS:**

Collaborate with other local nonprofits

Set date, time, and place for the forum

Decide on a forum format

Develop a forum budget and stick to it

**3 MONTHS:**

Send invitations to candidates

Make preliminary media contact

**2 MONTHS:**

Begin volunteer recruitment

Select a moderator

Follow up on candidate invites

Develop a strategy for turnout

**1 MONTH:**

Final confirmation of candidates

Reconfirm site arrangements

Reconfirm volunteers

Distribute promotional

Contact media again to promote coverage

Reconfirm volunteers

**LESS THAN 1 MONTH:**

Continue to recruit attendees

Contact volunteers to confirm their duties at the forum

Final media reminders and press release

Write op-ed piece

Select a timekeeper

**ON THE BIG DAY:**

Complete set-up at forum

Have staff or volunteers greet people

et up the head table

Welcome and thank-yous

Review ground rules for forum

Make time for informal Q&A after the forum

**AFTER THE EVENT**

Send thank-you letters

Encourage/monitor news stories

Write letters to editor or op-ed piece