



Candidate Forum Checklist

BEFORE THE EVENT

4 Months:

- Approach partners about collaborating
- Select potential dates and locations for the forum
- Decide on a forum format
- Draft a budget

3 Months:

- Contact the candidates. Get their agreement on participating and dates
- Make preliminary media contacts to promote and cover the event

2 Months:

- Select a moderator
- Follow up on the candidates
- Develop a plan for publicity and audience turnout

1 Month:

- Reconfirm site arrangements
- Recruit and confirm volunteers
- Create promotional materials: poster, social media, press release
- Ramp up media contact and other communications

Less Than 1 Month:

- Final confirmation of candidates
- Continue to recruit community members to attend via email, social media, calls, texts, and in person
- Contact volunteers to confirm their duties at the forum
- Final media reminders and press release
- Select a timekeeper
- A/V and other advance set up arranged

ON THE DAY OF THE EVENT

- Complete set-up at forum
- Have staff or volunteers greet people
- Set up the head table, hall and A/V
Open the forum with a welcome and thank yous
- Review ground rules for forum for candidates and attendees
- Budget time for informal Q&A or mingling after the forum

AFTER THE EVENT

- Send thank yous to the candidates, moderator and others
- Share your success



2023 Nonprofit VOTE Field Program Partner Candidate Forum

Resources

A Nonprofit's Guide to Hosting a Candidate Forum, www.nonprofitvote.org/resource/hosting-a-candidate-forum-a-nonprofit-guide/