

## TIPS FOR CONDUCTING A MEET THE CANDIDATE FORUM

### Identify Races to Interview

- Township, County, State
- Identify which candidates have filed to run (Secretary of State listing)
- Candidate Filing Deadline – May 13, 2008

### Secure Date/Time/Location

- light refreshments (water, coffee, etc.)
- secure microphone/sound system if needed- depending on size of room & crowd

### Prepare Invitations

- Candidates
- Candidate Evaluation Committee members
- FB members and/or others, if open/public meeting

### Notify Media

- Invite county FB Communications Committee chair to take pictures, gather information for newsletter and/or press release
- Invite local paper, radio, etc if you want outside media coverage

### Event Details

- Need Greeter(s), Moderator
- Have head table/panel for candidates to sit
- Have pre-determined questions to ask of each candidate (some ag, some non-ag)
- Give each candidate 2-3 minutes to introduce themselves, make opening statement
- Questions from audience – give each candidate chance to answer, to prevent debating/responding to others answers
- Provide event rules/guidelines to candidates in advance
- Allow 1 hour to 1 ½ hours for event, depending on number of candidates

### Event Follow up

- Send thank you to candidates that participated
- Send thank you to volunteers to who helped at event

## **SAMPLE AGENDA / MEETING SCRIPT**

1. Welcome – CEC Chair or County President
  - Introductions – County Board members, CEC Committee, Candidates
  - Review purpose of today/tonight’s Meet the Candidate Forum
  - Review FB’s grassroots Candidate Evaluation Process, and the resulting Friend of Farm Bureau endorsements made by AgriPac
  - Review that CFB’s recommend candidates for endorsement for state races, and AgriPac makes endorsement based on counties recommendations
  - CFB’s can make endorsements for local races (twp, county)
  
2. Review Agenda – Process for the Forum
  - Opening Statements by Candidates (2-3 minutes)
  - CFB CEC questions (pre-determined, will be asked of each candidate)
  - Questions from Audience – each candidate will have chance to answer
  
3. Turn Over to Moderator
  
4. Candidate Opening Statements
  - Moderator introduces each candidate
  
5. Agriculture Questions
  - Moderator asks pre-set questions of each candidate
  
6. Audience Q & A
  - Moderator asks questions from audience; give each candidate chance to respond
  
7. Adjourn
  - Moderator turns floor back to CEC chair or County President for closing remarks
  - Thank candidates and participants for coming