

Guidelines For Conducting A Forum



**League of Women Voters
of Central New Mexico**

only the first page will have the border

Compiled by
The League of Women Voters
of Central New Mexico
2315 San Pedro Drive NE, Suite F-6
Albuquerque, NM 87110
505-884-8441

Sample Letter

Dear Candidate,

Thank you for accepting the invitation to participate in our candidates' forum on _____ (date) at _____ (location) from ____ pm to _____ pm.

The following guidelines will govern the forum. The moderator will introduce those involved in the forum, explain the ground rules and introduce the candidates. After this each candidate will have (2 minutes) for opening remarks. Written questions from the audience for the candidates will be given to the moderator. Each candidate will have equal time for an answer (2 minutes, 1 minute). Rebuttals will (will not) be allowed. Each candidate will (will not) be given the opportunity to present a (2 minute) closing statement.

There will (will not) be a table provided for candidate literature.

We look forward to meeting you and hearing your views on the issues.

Sincerely

This letter should also contain name, address, forum sponsor information and telephone number. Include cell contact in case emergencies arise.

Published by
The League of Women Voters of Central New Mexico
Education Fund

Member Price: \$2.00

Non-Member Price: \$3.00

Quantities available Upon Request

Duplication is not permitted without
the express written consent of

The League of Women Voters of Central New Mexico

The information in this publication has been carefully assembled and compiled to assure maximum accuracy as of March 2009. However, LWVCNM assumes no responsibility for errors and/or omissions.