

# TIPS FOR CANDIDATE EVENTS: FORUMS & TOWN HALLS |

Candidate forums and town hall meetings are public events that allow candidates to have open discussion of topics and issues.

Forums tend to be more moderator-led discussion while town halls allow for larger audience participation.

- I. Be sure to invite all candidates and give equal effort to getting all to attend. If you set criteria to lower the number of invitations, be sure they are based on an impartial facts such as funds raised by a certain date, polling with voters at a certain percent, etc.
- II. Ensure the moderator is nonpartisan in both tone and facilitation.
- III. Set time limits for responses and give all candidates a chance to respond.
- IV. All candidate materials (signs, stickers, etc.) should be kept outside of the space where the event is taking place.
- V. If possible, screen audience questions ahead of time to get a diversity of viewpoints.
- VI. Set rules for the audience at the start of the event.
- VII. No applause, no partisan materials (buttons, stickers).
- VIII. Invite media.
- IX. Write up a recap of the event and share widely. Capture the exchange with video, audio or pictures, and use social media to share and amplify. Use the #OurHomesOurVotes2020 hashtag. Share the video with [outreach@nlihc.org](mailto:outreach@nlihc.org) for posting on the [www.ourhomes-ourvotes.org](http://www.ourhomes-ourvotes.org) website.