**SAMPLE AGENDA**

**Town of [Name of Town] Candidate Forum**

**[Date, Start/Finish Time, Location]**

**1.** **Introduce candidates, moderator, and board/commissions members.**

*By selectboard or city council chair.*

**2.** **Explain Candidate Forum format for evening.**

*By selectboard chair or moderator if there is one.*

**3.** **Ask prepared questions of each candidate, with a specific timeframe for answering.**

*Moderator or chair keeps track of time.*

**4.** **Allow time for additional questions from physical and virtual audience and board or commission members.**

*Specify an amount of time for questions.**Moderator or chair manages questions.*

**5.** **Candidates may make closing remarks.**

*Specify an amount of time here, too. It may not be necessary, but if you have a run-on speaker, it is helpful to remind him or her of the time limit that was established.*

**6.** **Thank candidates, board and commission members, and the public for their participation.**

*These thank yous are very important!*

**7.** **End at the time in the event announcement.**