

## CFUW Georgetown's All-Candidates Forum/Debate: "Night-of" Basics For "In Person" Event

CFUW President's BRIEF Welcome includes:

1. General Welcome acknowledging attendees, candidates [on stage, each with their own table space, signage, mic and water] and ASL person if available.
2. Identification of organizers/partners:
  - (a) CFUW Club with very brief description of our mission that includes a reference to "non-partisan" and "civic engagement;"
  - (b) HEN and *100 Debates on the Environment* initiative [later Moderator will more fully introduce HEN Spokesperson and that spokesperson, the initiative]; and
  - (c) Halton Hills Public Library for technical support.
3. Delivery of Land Acknowledgement.
4. Segue/Introduction of Moderator "who will outline the format/rules and guide discussion."

Moderator

1. Outlines the format and rules:

Questions are collected that night on paper from attendees and (in a side room) are sorted to eliminate duplication, by a CFUW team. They are entered **by category into coloured folders**: Education Environment, Health, Economy, etc. with the most common on top. The Moderator cycles through the folders; each candidate answers the question in an order determined ahead of time in a group draw. No question can be directed at a specific candidate. But, the public, depending on time available, may have the option to stand and deliver that question in person. A Timekeeper, also a club member, is identified and the process clarified to candidates and the audience for when time is up.
2. RE: HEN/100 Debates on the Environment (first collaboration time was last election) Moderator introduces HEN spokesperson.

HEN spokesperson (1) describes HEN/100 Debates in greater depth (2) poses Environment questions previously provided to the candidates but in line with our format of time limited response in the sequence established. [gives our group time to sort Qs]
3. CFUW Moderator poses questions drawn from folders (or pre-defined, if scant on the ground.) Candidates, in order, deliver timed response.
4. Final segment: candidates are each given an opportunity to explain how they and their party would best serve. Again, timed.
5. Moderator thanks candidates, partners in organizing event, audience and special thanks to ASL provider! Who usually gets the most applause.

Outside auditorium, party workers/candidates have tables provided to them to display literature, etc and public has chance to talk to candidates in person.