

2010 Political Forum Guidelines
April 13th, 2010

- **4:30p – Tables available for candidate setup.**
 - Table location assignments will be selected by random drawing prior to the event. Volunteers will have candidate assignment at check in.
 - Each candidate will be reserved one round table.
 - Candidate materials may not extend beyond the limits of the table.
- **5:00p – Meet & Greet begins.**
- **6:30p – Meet & Greet function ends. Transition to auditorium begins.**
 - Candidates will be provided with reserved seating.
 - Supporters accompanying candidates may sit in general seating.
- **6:45p – Candidate Introductions begin:**
 - County Commission, Trustee, General Sessions Judge, Circuit Court Clerk, Register of Deeds, and Road Superintendent candidates will be given one (1) minute to introduce themselves to the audience.
 - The order of introduction will be drawn at random prior to the event. A list of order will be provided to each candidate.
 - Sheriff candidates will be given three (3) minutes to introduce themselves to the audience.
- **After the introductions are complete – Mayoral Question and Answer**
 - All Mayoral candidates will be seated on the stage.
 - Each candidate will respond to each question.
 - There will be a two (2) minute limit on each answer. Visible cards will be displayed for the candidate and audience at '30 seconds left', '10 seconds left', and 'Time has expired'.
 - Questions will be drawn from the seven questions provided in advance by the News-Herald.
 - The rotation order will remain the same with each candidate answering one question first. Random drawing will determine the order.