



Hello Candidates,

Thank you for your participation in *Decision 2010 Note Before You Vote*. Here is what the event will look like.

Candidates will arrive 3:50- to 4:00 PM for the VIP Reception

Thank you for committing to participate in the VIP Reception. This event is the “thank you” event to those businesses who have partnered to make *Decision 2010 Note Before You Vote*, an event for candidates to voice their message to the public. Each business has been given ten invitations to the VIP reception and they in turn will distribute the invitations to individuals they believe will enjoy meeting you and value private time with you. This is the only compensation being provided to these businesses. Please remember to eat a good meal before you arrive to the event as it could be later than 8:00 pm before your next opportunity.

5:00- 5:25 PM Technical Time

Candidates will be removed from the VIP Reception and asked to use the restroom (it will be the only opportunity to use the restroom from 5-7 pm) and meet in the theater for a sound check, the rules of engagement and timing procedures.

At 5:30 PM we will begin with the candidate forum as follows:

Three minute opening statement for each candidate

Questions will be presented in the following format:

- 1 ½ - 2 minute verbal responses
- Yes or No answers only (No verbal response will be allowed for Yes or No questions; cards will be used)
- Read the question and write the answer (answers will be available to the public through the media and the chamber websites)

Three minute closing statement

Moderator will close the event and encourage the guests to meet you at your “*campaign table*” to visit more and pick up buttons, rack cards etc. This is your time to encourage people to support your campaign via financial contributions, posting signs etc. Remember there will be a panel of judges who will select the 2-4 candidates who will be invited to participate in the debate on June 17th at the same place and the same basic event schedule.

During the candidate forum your campaign staff will use that time to set up your *campaign table* in the room used for the VIP Reception. Please do not set up *campaign tables* before 5:30 PM and have campaign volunteer(s) be prepared to visit with those who did not get a seat in the theater or who may need to depart early. Please plan to clean things up between 9:00 and 9:30 pm as the Alaska Club will close at 10:00 pm.

Please direct questions to Diana at 841-7245. This event has been made possible for you by these partners:

