



The Minnesota Participation Project: Nonpartisan Nonprofit Voter Mobilization

The Minnesota Participation Project is an initiative of the Minnesota Council of Nonprofits with support from Grassroots Solutions

Planning Your Candidate Event

Pick Your Format

Candidate Forum

Candidate Debate

Candidate Meeting

Candidate Fair

Set the Dates for:

Candidate Forum
Candidate Invites
Confirmations
Moderator and
Timekeeper
Selection

August

September

October

November

S	M	T	W	U	F	S	S	M	T	W	U	F	S	S	M	T	W	U	F	S	S	M	T	W	U	F	S	
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18								
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25								
24	25	26	27	28	29	30/31	28	29	30					26	27	28	29	30	31									

Potential Partners: Create a list of nonprofits with whom you have a relationship or are in your district

Where will you host your candidate forum? Think about neutral, easily accessible locations in your community

In what district(s) will you be conducting your candidate event?	1A 1B 2A 2B 3A 3B 4A 4B 5A 5B 6A 6B 7A 7B 8A 8B 9A 9B 10A 10B 11A 11B 12A 12B 13A 13B 14A 14B 15A 15B 16A 16B 17A 17B 18A 18B 19A 19B 20A 20B 21A 21B 22A 22B 23A 23B 24A 24B 25A 25B 26A 26B 27A 27B 28A 28B 29A 29B 30A 30B 31A 31B 32A 32B 33A 33B 34A 34B 35A 35B 36A 36B 37A 37B 38A 38B 39A 39B 40A 40B 41A 41B 42A 42B 43A 43B 44A 44B 45A 45B 46A 46B 47A 47B 48A 48B 49A 49B 50A 50B 51A 51B 52A 52B 53A 53B 54A 54B 55A 55B 56A 56B 57A 57B 58A 58B 59A 59B 60A 60B 61A 61B 62A 62B 63A 63B 64A 64B 65A 65B 66A 66B 67A 67B
Which candidates will you invite? To determine who is a candidate in your district, go to: candidates.sos.state.mn.us	
Who is your target audience?	
How will you publicize your candidate event? List specific media contacts.	<p style="text-align: center;"> <u>Radio</u> <u>Television</u> <u>Newspapers</u> <u>Your Contacts</u> </p>

<p>Develop a Budget: Think about the costs that come along with holding your event</p>	<p style="text-align: center;"> <u>Space Rental</u> <u>Refreshments</u> <u>Childcare</u> <u>Audio/Visual Needs</u> <u>Printing Costs</u> </p> <p>*The Minnesota Council of Nonprofits has grants of \$200 to offset costs!</p>
<p>Who will moderate your event? Consider individuals who will be perceived as neutral and nonpartisan.</p>	
<p>If you need a timekeeper for your event, who will it be and how will they do it?</p>	
<p>What are the other staffing needs for your event? Do you need to recruit volunteers?</p>	

<p>What are the questions you want asked and how will you ask them?</p>	
<p>What will be the rules of your format?</p>	<p><u>Speaking Time</u></p> <p><u>Managing Questions</u></p> <p><u>Allowing Candidate Literature, T-shirts, etc.</u></p> <p><u>Groundrules on Nonpartisanship</u></p>
<p>Timeline for the day of the event. Think about set-up, meet 'n' greet, welcome, and clean-up</p>	<pre> graph LR A[1 hr before] --- B[1/2 hr before] B --- C[Event Kick-Off (set time)] C --- D[After the Event] </pre>
<p>How can MPP assist you in your candidate event?</p>	