**Sample Moderator Script**

Good evening everyone.  
My name is Kathy Koebrich. I am a member of the League of Women Voters of Saratoga County. I live in the town of Malta and I will be your moderator tonight.

Tonight is your opportunity to listen to all the School Board Candidates who are on the ballot in Burnt Hills-Ballston Lake and to hear their views on the issues. Note that we are live streaming this evening’s event to an at home audience that will listen and have an opportunity to ask questions as well.

Before we begin tonight I want to remind everyone to turn off all personal electronic equipment.

This event is being organized by Burnt Hills-Ballston Lake School District and run by the League of Women Voters of Saratoga County.

The League is a non-partisan, volunteer political organization dedicated to the informed and responsible participation of citizens in government. The League never supports or opposes any political party or candidate, this has been our policy for 97 years. Membership is open to anyone who is eligible to register and vote, whether male or female. Please consider joining the league.

The League has produced an online voters’ guide including all the school board candidates in the school districts of Saratoga County. All candidates who responded to the League queries are included on our website (LWVSARATOGA.ORG) and as a link on the website of your own school district.

I realize that many of the people in the audience tonight may be fiercely partisan. However, I will insist that the candidates and the audience treat each other with respect. Personal attacks will not be allowed.

It is the job of the audience to listen and to ask oral questions at the appropriate time. We ask that you all listen respectfully to each candidate’s answers. Please try not to repeat a subject that has been asked before. In the interest of time, please hold applause to the end of the event. Bear in mind that we may not have time for all the questions. This meeting will conclude at 9:00 pm or earlier.

The Timer for this evening’s event is seated in the front row. She will hold up cards for the candidates to glance at. Green means 1 minute left; Yellow means 30 seconds and Red means time is up.

The format for this evening will be as follows:
Opening statements from candidates (no more than 2 minutes)
Followed by the audience oral question period.

The Audience is reminded to pose a question not make a statement. With that in mind, we ask that your question be asked in one minute or less. Please remember to make your questions pertinent to the office, and addressed to all candidates, if possible. If a question is directed to one candidate, the other candidates may respond if they wish.
Each person may ask one question and must wait until all others have had a chance before asking a second question, if there is still time. If you want to ask a question please come forward and wait in line. The at home audience may type in their question as we go. It will be put in a queue and will be asked by a league member when their turn has come.

- Questions will be directed to candidates in rotation, so that everyone gets a chance to respond first.
- Candidates have been given two red cards to be used in the Question and Answer period. Each card will allow an additional 1 ½ minutes to add to your remarks or to respond to something another candidate has said. It may not be used during opening or closing statements.
- Closing statements will be no more than 1 minute each.

The candidates for school board for Burnt Hills-Ballston Lake School District in alphabetical order are:
John Blowers
Don Marshall
Peter Sawyer

It is time for their opening statements of no more than 2 minutes. First we will hear from ___________________________.
(draw lots / the first during opening statements will also be first during closing statements.) Now we will hear from ___________________________. Now we will hear from ___________________________.

Now we will get to the questions from the audience. Candidates are reminded that they have 1 ½ minutes to answer. A candidate is not required to answer if he does not wish to.

We will start with ___________________________ (use your grid) …
Now we will hear from … etc.

(At 8:45, announce that) 
“this will be the last question before closing statements”.

Before we hear the closing statements I wish to thank you all for demonstrating your civic concern by attending this event. And I want to thank the candidates and the audience for the respect you showed throughout the evening. Don’t forget to pick up the League information from the literature table. There is information about the ballot and budget proposals in the online guide at lwvsaratoga.org which is linked to your own district website.

And don’t forget to vote on Tuesday, May 16th, (2017). The polls will be open from 7am to 9pm. Again thank you for coming.