

Organization Guide

Location	Two hours should be enough. A room at a restaurant that can sell drinks or a function hall. Location availability will drive the date and timing.
Other Groups	Set a call with the leads of your local Repubs and Dems. Get them on board.
Candidate Reps	steven@consumegov.com will help you get a hold of the local people for your area. If they can't send 1 person ask for a supporter in your town/ward.
Getting People There	Have the Repubs and Dems send something out. Write the story and submit it to the newspaper. Ask the local High School for students to help get the word out. Posters and signs around town.
Headcount	Restaurants need a head count. Eventbrite is a free software where people "buy free" tickets so you can get an estimate.
Format:	Ask Antique dealers or museums to donate decorations. Set up small I tables for the Candidates. Create some question cards and leave them on the tables to help with slower conversations. Ask others to bring some "scooby snacks" for the tables.
Other	Invite the School Board and Select Board to be there as a chance to talk to residents about political topics. Push to get High School students to come as adults model how to have respectful and civic political discussions. They need to see us doing this.
Key Points	Make a sign or two saying Respectful and Civic discussions. Assign on person to walk around and make sure people have good tone and language. Don't stress – if it works it works. If not you tried.