

SOUTHWEST COALITION COMMUNITY FORUM

MODERATOR TIPS

1. Get a short bio for panelists. You can get information on legislators by going to Illinois government website. You can get better info by calling a staff person and asking what the legislator would like for people to know about them.
2. Make sure each panelist has a seat and if possible there is a microphone available for panelist to pass during discussion portion of event and that mike works.
3. Make sure podium mike works.
4. Have someone working the registration desk who will let you know when a panelist arrives. They should also advise you of other public officials who are in attendance so you can acknowledge them.
5. Introduce yourself to each panelist prior to the event and let them know how much time they have. Let them know how you will advise them of the time if they are going long (i.e. approaching the podium).
6. Keep track of time and limit people to the allocated time
7. Start the program on time.
8. Welcome everyone and identify panelist by name and position. Give bio when you invite them up to speak.
9. Protocol is Senators speak before State Reps.
10. Feel free to interject points you would like to make in between speakers
11. Call on people in the audience during the final discussion portion. This can get out of control with people telling their own story or raising a personal issue. It is the moderators job to stop this when it occurs.
12. Close the event.