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**Subject:** The format for the Meet the Candidates night  
**From:** dreeb@albany.edu  
**Date:** Sat, October 8, 2005 4:38 pm  
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To: Tony Cortes and Dave Bosworth, Republican and Democrat party chairs  
From: Don Reeb  
Subject: Format for the Meet the Candidates Night  
Date: October 8, 2005

The meeting is from 7-9pm at the Holiday Inn Express on Thursday October 13, 2005.

The format will be as follows.

The supervisor candidate--three minutes, with four questions from the McKownville audience members and a two minute summary.

This format will be used for all the presentations.

The Town Council candidates will present next. A flip of the coin will determine whether the two Republican or the two Democrat candidates go first. Each will have three minutes for a presentation followed by four questions from the McKownville audience. After the four presentations and all questions are concluded, each candidate, in the original order, will have two minutes for a summary.

Again the same format will be followed--the previous flip of the coin determines which Party again goes first. Each of the remaining candidates will have three minutes for a presentation with four questions from the audience. Two minute summary statements will follow, after all the allowed questions are asked, with candidates presenting in the original order.

Time limits will be enforced--candidates will be advised when thirty seconds remain in their time allotment. Doug Smith will operate the time clock. The monitor will be Don Reeb. Laura Whalen will select from the McKownville residents (who raise his/her hand) the next person to ask a question.

This will consume nearly 90 minutes. For the remainder of the two hour meeting the audience will be asked to mingle, get to know the candidates and/or ask further questions. Refreshments will be available during this time.

Would you let me know which of your candidates will be participants?

(The coin flip will be done by me--the two party chairs will select who calls the coin--the winner gets to select whether their Party will go first or second).