

Invitation Letter to Candidates – Sample A

Portsmouth Listens, Portsmouth Community Radio and Seacoast Media City Council Candidate Forum

Dear City Council Candidates,

On behalf of a collaboration among Portsmouth Listens, Portsmouth Community Radio and Seacoast Media Group, we would like to invite you to participate in our City Council candidate Forum. Candidate participation starts this coming Wednesday morning from 9:30 to 10:00AM on Portsmouth Community Radio with Ann Haggart and will continue each Wednesday through the election. We need two candidates to sign-up for this Wednesday's show and you can do so by responding to Jim Noucas and Ann Haggart at: jnoucas@noucaslaw.com and radiogazette@gmail.com.

Here is how the whole program works:

- Last week, Portsmouth Listens hosted a community conversation to determine the most important issues facing the next City Council. Thirteen citizens deliberated for two and a half hours and came up with questions covering a wide range of important issues.
- Representatives crafted their questions and issues into written reports that will be published in the Portsmouth Herald this coming week (by Tuesday).
- They then recorded the questions at Portsmouth Community Radio. Ann will use those questions to interview the candidates in the upcoming Wednesday morning shows.
- Portsmouth Listens will host its traditional small group, dialogue based Candidate Forum on November 2 at the PHS Library.

Through this format, we hope to reflect what our citizens believe are the most important issues facing the next City Council and give of the candidates an opportunity to publicly respond about how they will deal with those issues.

Hope you will join us. Please get back to us as soon as possible and let us know which of the following dates works for you:

Wednesday, October 12 at 9:30AM at Portsmouth Community Radio
Wednesday, October 19 at 9:30AM at Portsmouth Community Radio
Wednesday, October 26 at 9:30AM at Portsmouth Community Radio
Wednesday, November 2 at 9:30AM at Portsmouth Community Radio

Thank you for committing to our community by running for City Council.

Sincerely,
Jim Noucas, John Tabor and Ann Haggart

Invitation E-mail to Candidates – Sample B

Dear Dover Candidate,

We would like to invite you to two opportunities to share your ideas and listen to your constituents.

Dover Chamber of Commerce Candidates Forum for Mayor and City Council
Monday October 24th
6:00 – 8:30 PM
City Council Chambers

Dover Listens Community Conversation with Candidates
Tuesday October 25th
6:00 – 8:30 PM
Rivermill at Dover Landing

Dover Chamber of Commerce Candidates Forum for School Board
Thursday October 27th
6:00 – 8:30 PM
McConnell Center, Room 306

The Chamber events will provide candidates the opportunity to share their ideas in a moderated Q and A format. The Dover Listens event is designed to be more interactive, providing candidates the opportunity to hear directly from constituents about their concerns and priorities, and what they would like from their elected officials.

Please feel free to contact either of us if you have questions. We look forward to working with all of you.

Sincerely,

Co-Chairs, Dover Listens

Executive Director, The Greater Dover Chamber of Commerce