



NBA Community Election Forum 60-Day Planning Timeline



Be Ready. Know Your Roles. Keep the Program Moving.

Use this timeline to move from concept to completed Community Election Forum in 60 days or less.

This timeline is designed as a guide. Adjust individual deadlines based on your forum format, community, partners, venue, and applicable NBA approval requirements.

60–46 DAYS BEFORE

DEFINE + ALIGN

Goal: Establish the purpose, partners, and basic structure of the forum.

- ☐ Define the purpose and desired outcomes.
- ☐ Identify the target audience/community.
- ☐ Identify a small planning team and lead contact.
- ☐ Identify potential community partners.
- ☐ Determine whether to host, co-host, or join an existing effort.
- ☐ Select the general forum format.
- ☐ Identify 2–3 possible dates.
- ☐ Determine whether the forum will be in-person, virtual, or hybrid.
- ☐ Identify potential venue(s), if applicable.
- ☐ Develop a preliminary budget, if needed.
- ☐ Review NBA nonpartisanship requirements.
- ☐ Determine whether NBA Program Approval is required.
- ☐ Submit for NBA Program Approval as early as required.

By Day 46, You Should Have:

Purpose | Planning Team | Partner Strategy | Format | Target Date

45–31 DAYS BEFORE

CONFIRM + DESIGN

Goal: Confirm the major elements of the forum.

- ☐ Confirm date, time, format, and location/platform.
- ☐ Confirm participating community partner(s).
- ☐ Identify and invite moderator.
- ☐ Identify and invite speakers/candidates, where applicable.
- ☐ Establish forum agenda and run of show.
- ☐ Develop discussion topics and preliminary questions.
- ☐ Review nonpartisanship requirements for invitations, speakers, and format.
- ☐ Identify accessibility and language-access needs.
- ☐ Establish registration process.
- ☐ Identify volunteer/staffing needs.
- ☐ Confirm any security, technology, or logistical requirements.

By Day 31, You Should Have:

Date | Location | Partners | Moderator | Invitations | Draft Agenda | Registration Plan

30–15 DAYS BEFORE

PROMOTE + PREPARE

Goal: Build attendance and prepare the program for execution.

- ☐ Launch registration.
- ☐ Begin community outreach.
- ☐ Distribute promotional materials.
- ☐ Promote through NBA and partner communications.
- ☐ Share through social media.
- ☐ Conduct targeted outreach to community organizations and stakeholders.
- ☐ Confirm speakers/candidates and moderator.
- ☐ Finalize forum questions.
- ☐ Finalize agenda/run of show.
- ☐ Confirm volunteers and assign roles.

- ☐ Confirm audiovisual/technology needs.
- ☐ Confirm accessibility accommodations.
- ☐ Prepare voter education and Election Protection resources for participants.
- ☐ Determine how attendance and impact data will be captured.
- ☐ Prepare QR code/link for participant feedback, if applicable.

By Day 15, You Should Have:

Registration Live | Promotion Underway | Participants Confirmed | Program Finalized | Volunteers Assigned

14–7 DAYS BEFORE

CONFIRM + REHEARSE

Goal: Remove surprises.

- ☐ Reconfirm all speakers, moderator, partners, and volunteers.
- ☐ Conduct moderator/speaker briefing.
- ☐ Review nonpartisanship expectations with appropriate participants.
- ☐ Confirm final run of show.
- ☐ Confirm venue/platform and technology.
- ☐ Confirm registration/check-in process.
- ☐ Confirm accessibility arrangements.
- ☐ Prepare signs, handouts, voter education materials, and QR codes.
- ☐ Confirm photography/documentation plan.
- ☐ Send participant reminder.
- ☐ Continue promotion and partner amplification.
- ☐ Establish day-of contact list.

6–1 DAYS BEFORE

FINALIZE

Goal: Be ready to execute.

- ☐ Send final speaker/moderator instructions.
- ☐ Send final volunteer instructions.
- ☐ Confirm attendance/registration numbers.
- ☐ Finalize materials.

- ☐ Test technology and presentation materials.
- ☐ Confirm room setup or virtual platform.
- ☐ Print/download registration lists as needed.
- ☐ Prepare moderator materials.
- ☐ Prepare Election Protection/voter education resources.
- ☐ Prepare participant feedback link/QR code.
- ☐ Conduct final planning-team check-in.

EVENT DAY

EXECUTE

- ☐ Arrive/log in early.
- ☐ Brief volunteers and staff.
- ☐ Test technology.
- ☐ Complete registration/check-in.
- ☐ Welcome participants and acknowledge partners.
- ☐ Provide appropriate nonpartisanship framing.
- ☐ Execute the run of show.
- ☐ Share trusted voter education/Election Protection resources.
- ☐ Promote opportunities for further action.
- ☐ Capture attendance.
- ☐ Invite participant feedback.
- ☐ Capture approved photos/video.
- ☐ Document notable outcomes, questions, and follow-up needs.

WITHIN 48 HOURS

FOLLOW UP

- ☐ Thank speakers, moderator, partners, and volunteers.
- ☐ Send participants promised resources and follow-up information.
- ☐ Share appropriate photos/highlights.
- ☐ Review participant feedback.
- ☐ Capture immediate lessons learned.

WITHIN 7 DAYS

REPORT + AMPLIFY

- ☐ Complete the NBA Election Protection Activity & Impact Report.
- ☐ Report attendance and volunteer participation.
- ☐ Identify partner participation.
- ☐ Submit approved photos/video.
- ☐ Share a short success story or highlight.
- ☐ Identify lessons learned and recommendations.
- ☐ Identify any follow-up Election Protection opportunities for participants.

Button/Link: [REPORT YOUR ACTIVITY & IMPACT →](#)

SHORTER RUNWAY?

A Community Election Forum can be organized in less than 60 days.

For a **30-day timeline**, combine:

DEFINE + ALIGN + CONFIRM during Week 1.

DESIGN + LAUNCH PROMOTION during Week 2.

PROMOTE + PREPARE during Week 3.

CONFIRM + EXECUTE during Week 4.

The essential elements remain the same:

Purpose → Partners → Approval → Program → Promotion → Execution → Impact

Do not sacrifice required NBA approvals, nonpartisanship safeguards, accessibility, or basic event readiness simply to accelerate the timeline.