Conyers-Covington Alumni Chapter
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Guest Panelist Forum Etiquette Guidelines Handout

Kappa Koffeehouse Forum Guidelines: Guest Panelist Protocol

Welcome to the Kappa Koffeehouse Forum. To maintain a professional, objective, and constructive environment, all invited guests (Guest Panelists) are required to adhere to the following operational guidelines from the Conyers-Covington Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. aka (CCAC).

I. Event Charter & Core Directives

- **Non-Partisan Engagement:** This forum is structured as a non-partisan town hall rather than a debate. It is designed to provide candidates an opportunity to elaborate on core platform issues, and elected officials to outline community vision and progress.
- **Neutrality Mandate:** All Guest Panelists must maintain strict ideological neutrality. Negative references to any political party, opponents, or other individuals by name are strictly prohibited.
- **Scope of Responses:** All Guest Panelists must address only the specific questions posed by the CCAC Panel. Do not introduce extraneous topics or unsolicited information.
- **Focus on Policy:** All discussions must remain focused on substantive policy issues. Personal attacks, criticisms of another participant's record, or deprecation of opposing ideas are strictly prohibited.
- **Professionalism and respect:** All Panelists must always be respectful of other participating guest panelists and avoid speaking out of turn.

II. Agenda, Timing, and Floor Rules

Segment	Time Allocation	Protocol & Visual Cues
Opening Remarks	2.0 Minutes	Panelists may introduce themselves, outline their background, and state their core objectives.
Question Responses	2.0 Minutes	Responses must be directed toward the audience.
Timing	Continuous	An official timekeeper will monitor all segments. A **red flag** will be

Monitoring	displayed when 60 seconds remain. Panelists must conclude immediately upon expiration of time.
Attendance Requirement	Panelists must remain present for the entire forum. Upon conclusion, ushers will direct participants to the stage for a mandatory group photograph.

III. Promotional Material & Decorum Policies

- **Approved Material Distribution:** Campaign literature, community handouts, and retractable banners are permitted **only** in designated external areas. No promotional materials, literature, or campaign signs are allowed inside the auditorium.
- **Prohibited Content:** Handouts containing negative or critical material targeting other candidates or elected officials are strictly prohibited. All materials must receive prior administrative approval.
- **Attendee and Supporter Decorum:** Attendees and supporters may wear campaign apparel (shirts, buttons, and hats). However, vocal outbursts, loud applause, or disruptive behavior during the live event are strictly prohibited and may result in immediate removal from the venue. Joint audience applause is reserved exclusively for the opening and closing of the event.

IV. Recommended Action for Panelists

📌 **Key Takeaway:** To ensure a successful and compliant presentation, focus your preparation entirely on positive, data-driven solutions and clear policy positions. Instruct your staff and supporters on the noise and sign prohibitions prior to entering the venue to avoid administrative actions or removal.
