

# Question time organising sheet

## What you will need:

- Access to the National Assembly for Wales website. Click [here](#) for webpage in order to find your AMs.
- Appropriate room to hold the Question time event - room for audience, tables and chairs for participants and microphones.
- Panellist name plates - To include name and title of participant and constituency/region represented. Paper colour depending on political party represented- eg. red for Labour participant, blue for Conservative participant etc.
- Copy of collated questions.
- Egg timer/stopwatch

## Organising

Once you have decided which AMs you would like to invite to your Question time event, contact them.

When inviting remember to mention the following:

- Who you are
- Why you are arranging the event - coincides with the Democracy Challenge badge.
- Where you are
- What date and at what time you are intending on holding the event.

Once your panellists have confirmed their attendance, the questions need to be prepared.

Ask each Explorer Scout to think of one question they would like to ask during the question time event. Have a discussion on what issues the Explorer Scouts would like to cover, things that are affecting their lives.

Once the questions have been written, write them up and, if you wish, send them forward to the panellists. (Depends on whether you want the panellists to be put on the spot or not!)

Appoint an individual to chair the Question time event - the chair will be responsible for explaining what will happen and for ensuring the participants stick to the time limit of 1 minute to answer every question using an egg timer/stopwatch.



## On the day

Ensure the room is set up with a chair and table with a name plate for each panellist.

Ensure that there are microphones available for panellist and also a microphone for the individuals asking the question (one individual can be responsible for going around with this microphone)

Leader to welcome panellists and audience to the event before handing over to the chair.

The Chair to ask each panellist to introduce themselves then explain what will happen before asking the first person to ask their question. Each panellist must answer every question within 1 minute.

At the end, ensure you thank the panellists for taking part and thank the audience for listening and for their questions.

