

## Town Hall Meeting Preparation Time Line

### Now

- Secure a suitable venue for the Town Hall Meeting
  - Consider:
    - Access
    - Comfort
    - Audio / Visual Capacity
    - Room set up options (can you use tables for group work?)
    - Hours of Availability
    - Cost
    - Child care room
- Set the date and time:
  - Consider:
    - Target audience
    - Conflicting community events
    - Availability of key speakers / attendees
- Determine the focus and draft an agenda
  - Consider:
    - Recent community events / ordinances or efforts
    - Desired outcomes
- Invite key speakers and attendees
  - Consider:
    - Who can illustrate key points / problems / solutions?
    - Do young people have meaningful roles and inclusion?
    - Do you have policy makers at the table?
    - Why will the media attend?
- Send out electronic save the date and post hard copy flyers
  - Consider:
    - Include date, location, topic,
    - why they should attend, (what will they learn, change, influence?)
    - Food and child care availability.
    - Don't forget television and newspaper community calendars, school bulletin boards and mailings, agency bulletin boards, etc.

### 4 Weeks

- Finalize agenda
  - Consider:
    - Including several elements such as video or power point, speakers, a breakouts into smaller groups.
- Confirm speakers/ presenter
  - Consider:
    - Determine all audio visual needs
- If serving food, determine what, how much, etc.
- Secure service providers for child care

### 3 Weeks

- Issue press advisory
  - Consider:
    - Attach agenda and plan on reissuing advisory again in two weeks

CALIFORNIA

**Friday  
Night**

*live*

**PARTNERSHIP**

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**Friday Night Live**

**Club Live**

**Friday Night Live  
Kids**

**Friday Night Live  
Mentoring**

**California Youth  
Council**

Tulare County  
Office of Education  
Jim Vidak,  
Superintendent

California Friday Night Live  
Collaborative  
Adrienne Buckle,  
President

Youth Leadership  
Institute  
Maureen Sedonaen,  
President and CEO

Friday Night Live builds  
partnerships for positive  
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development which  
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leaders and resources  
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[www.fridaynightlive.org](http://www.fridaynightlive.org)

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### 3 Weeks (cont.)

- Determine Moderator / Facilitator
- Determine what displays need to be created, borrowed, etc.
- Do a venue walk through and map out the set up
  - Consider:
    - A welcome/sign in table
    - Food set-up, if any
    - Display tables, if any

### 2 Weeks

- Determine and gather supplies, tools and materials
  - Consider:
    - Event outcomes –
    - What do we want the small groups to do?
    - What will they need?
    - Facilitation tool (attached)
    - Chart paper, markers, etc.
    - If using power point, it should be prepared at this point.
    - Videos identified, secured and previewed (check for time)
    - Will you provide handouts, information, etc?
- Send a reminder email to all presenters
  - Consider:
    - What time you need them there, the address and any other prep they will need.
- Confirm service providers, food prep, etc.

### Week of

- Prepare tent cards for panel speakers
  - Consider:
    - Use this as an opportunity to make phone contact with speakers, confirm name spelling, talking points, and quotes. etc.
- Draft press release.
  - Consider:
    - Using quotes from contact calls above
- Walk through the agenda
  - Consider:
    - Identifying responsibilities for the day of the event

### 1-2 Days before

- Re-issue press advisory and press release
- Set up as much as possible
  - Consider:
    - Testing / running all equipment prior to event day

### Week after

- Follow up on next steps determined at town hall
- Send thank you notes and copies of print coverage