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meyer
teen
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TOWN HALL MEETING ACTION GUIDE



A PROGRAM OF PARTNERS IN PREVENTION

TOWN HALL MEETING

Town hall meetings will provide your club the chance to work directly with the issues in your own community. They give your club and the public a chance to talk about the issues they find important, and hopefully find solutions to any problems. Each community runs its town hall meetings in a different way, but there are a few things all meetings have in common. The instructions below will help the meeting run successfully!



TARGET AREA(S):

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Prescription Drugs | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Tobacco | <input type="checkbox"/> Marijuana | <input type="checkbox"/> Any Important Topic |

MATERIALS NEEDED:

- | | | |
|--|--|--|
| <input type="checkbox"/> Meeting Space | <input type="checkbox"/> Panelists/Guest Speaker | <input type="checkbox"/> A place for children to play and be chaperoned (optional) |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Flyers to Advertise | |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Refreshments (optional) | |


TARGET AUDIENCE:

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Parents | <input type="checkbox"/> Community Members | <input type="checkbox"/> Business Owners |
| <input type="checkbox"/> Students | <input type="checkbox"/> Teachers | <input type="checkbox"/> Other |

STRATEGY/STRATEGIES:

- | | |
|--|--|
| <input type="checkbox"/> Providing Information | <input type="checkbox"/> Enhancing Access/Reducing Barriers (if childcare is provided) |
|--|--|

GREAT FOR:

- | | |
|--|---|
| <input type="checkbox"/> Prom Season | <input type="checkbox"/> Holidays associate with excessive alcohol or drug use. |
| <input type="checkbox"/> Any time of the year! | |
- 

INSTRUCTIONS

1. DETERMINE A FOCUS. What will your town hall be about – Alcohol? Tobacco & vaping? Mental health? Work together to research your community and determine what the unique challenges or issues you face are. Work with your advisor to review different data sources that your school or community has to gain more understanding about how the issue you choose affects your community. Knowing the facts about your topic will help you determine how to focus the discussion and give your program credibility.

Have the members of your Action Group silently brainstorm issues that they see going on in their school or community. When they have had a few minutes to write down ideas, give your group members a chance to share. Ask one person to record all the ideas on a piece of paper, indicating when a topic is mentioned more than once.

After you have generated a list, ask your Action Group to vote in a matter that best suits your group. Allow the students to vote for the challenge that they want to address.

OUR FOCUS IS GOING TO BE:

2. IDENTIFY YOUR GOALS. Clearly write out what you wish to accomplish by holding this meeting. Some examples include: informing parents about a new drug trend, teaching parents how to talk to their children about drugs, or mobilizing community members to pass new policies. Whatever your goals are, be sure to write them down; having them clearly stated will guide your team in the correct direction while planning and implementing the event. Refer to your goals at each step of the planning process.

OUR GOALS:

- Goal #1:

- Goal #2:

- Goal #3:

INSTRUCTIONS

3. DEVELOP AN ACTION PLAN. An action plan is used to help you break down each task that needs to be done in order to have a successful event. The plan should include each task or step, who will complete it, when does it need to be completed, and what materials will they need. Use our action planning template to guide you during this process. We've included many of the tasks you'll need to complete, but feel free to add any steps that are unique to your event (i.e. is there a trivia game that needs to be created, do you need technology to show a PSA video, is there anything else you need to make this event run smoothly, etc.).



4. IMPLEMENT YOUR ACTION PLAN. Follow through with each step of your action plan and hold your event. Be sure to take some time to celebrate the success of your event once it is completed.



5. EVALUATE/DEBRIEF YOUR EVENT. Make sure that you record the responses from the surveys given out at the event. Take time to meet with your group to discuss audience feedback and talk about what worked really well and what did not work well so this event can be even better the next time you hold it.

ACTION PLAN

COMPLETED	TASK	WHO?	BY WHEN?	MATERIALS NEEDED
<input type="checkbox"/>	Determine Format Of Town Hall	All		
<input type="checkbox"/>	Select & Secure The Date And Location			Location, Tables, Chairs
<input type="checkbox"/>	Determine Who Will Be The Host/Moderator			Sound System At The Event
<input type="checkbox"/>	Identify And Invite Panelists And/Or Guest Speakers			
<input type="checkbox"/>	Develop Questions/An An Outline For The Panel Discussion			
<input type="checkbox"/>	Prepare Panelists And Provide Them With Sample Outline			
<input type="checkbox"/>	Staff The Event			
<input type="checkbox"/>	Prepare Materials To Distribute At The Event			
<input type="checkbox"/>	Create Flyers For The Event			
<input type="checkbox"/>	Distribute And Display The Flyers			
<input type="checkbox"/>	Promote The Event (mailing/commercial/social media, etc.)			
<input type="checkbox"/>	Invite Media And Important School/Community Members			
<input type="checkbox"/>	Create Survey/ Evaluation For Attendees			
<input type="checkbox"/>	Order/Pick Up Refreshments			
<input type="checkbox"/>	Set Up/Arrange Room For Event			
<input type="checkbox"/>	Collect Surveys & Record The Data			
<input type="checkbox"/>	Update And Send Press Release			