

# Hosting a Town Hall Meeting 101

## Overall Goals:

1. Bring the community together to discuss how to reduce underage drinking
2. Get the community to take action. See the Call to Action for suggestions

## Action Steps:

### Identify your Planning Committee

- Determine members, select a chair, identify meeting time and place.
- Involve representatives from schools, law enforcement, youth-serving and youth-led organizations, faith community, businesses, and community activists.

**Determine your target audience- are you hoping to attract:** parents, families, the community-at-large, all of them?

### Select the location, day, and time for your THM

- Check the school calendar to avoid conflicting with other major event.
- Choose a venue convenient for your target audience, such as a school or community center where your audience is accustomed to coming.
- Consider combining your meeting with a community event or gathering in order to have a core group already in attendance.
- Prepare your flyer, table tents, and other promotional materials (see sample flyer.)

## Helpful pointers:

### What attracts people to events? Consider:

- Youth involvement so more parents will come
- Refreshments
- Activities for younger children in an adjacent room (ex. Bowling and other activities in the school gym with screened volunteers, maybe high school students, to guide the younger children)
- Personal invitations with your signature (See tips on inviting elected officials)
- Personal invitations to youth leaders and their boards to attend

### How can you make the event meaningful to those attending?

- Involve the participants in developing a plan for reducing underage drinking in your community.
- Invite participants to sign up to help carry out the plan
- Schedule a meeting with those who signed up within 2 weeks to build on the momentum

