

ACTIVITY | Town Hall Meeting



GOAL | To improve understanding of the political situation as it relates to the program by bringing together community stakeholders either virtually or in-person and understanding their viewpoints.



RELEVANT FOR

- Executive
- Middle Manager



DESCRIPTION | Host a virtual or in-person town hall meeting with all program stakeholders to discuss relevant issues and stakeholders' concerns.



MORE INFO

[Open to All Voices](#)

[NCWWI Communications Guide](#)



Town Hall Meeting

- Will the meeting be held virtually, in-person, or as a hybrid?
- What primary areas do you want to address at the town hall meeting?
- What concerns do you anticipate the participants will want to have addressed?
- When will you hold your town hall meeting?
- Approximately how many people do you expect?
- What technology will you use (e.g., Zoom)?
- What social media will be used to publicize the event?
- Who will you invite? Who will assemble the list?
- What other ways could you publicize the event?
- Where could you hold your town hall meeting that is close to public transportation and provides accessibility? Who will reserve the room space?
- Will parking or childcare be an issue for attendees? If so, how will you address these issues?
- When and how will invitations go out?
- How will you follow up with invitees to make sure they attend?
- How will you decide the agenda for the meeting?
- Who will speak at the town hall meeting?
- How will questions be answered at the meeting?
- How will the room be set up? Will there be any audio-visual needs?
- Will you serve refreshments? If so, who will pay for them, and who will make the arrangements?
- Will you distribute any materials at the meeting? Who will gather the materials? How will you distribute the materials at the meeting?
- Who will make introductions at the meeting?
- How will you prepare your staff to listen in an appreciative, non-defensive manner?
- Will any materials go out in advance?
- How will you assure that new voices come to the table (for example, family voices, faith community)?
- How will you follow up on any unanswered questions from the meeting?