



Worksheet 4b.A1

Competency: Political Savvy— Town Hall Meeting

- What primary areas do you want to address at the town hall meeting?
- When will you hold your town hall meeting?
- Approximately how many people do you expect?
- Who will you invite? Who will assemble the list?
- By what other ways could you publicize the event?
- Where could you hold your town hall meeting? 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?