WHAT IS A TOWN HALL?

Definition: “Town hall meetings, also referred to as town halls or town hall forums, are a way for local and national politicians to meet with their constituents, either to hear from them on topics of interest or to discuss specific upcoming legislation or regulation”.

- Organizations or groups also use town halls to hear from and discuss specific topics with stakeholders.
- Family Voices used town hall format to hear from network after the racial reckoning of 2020.
Town Hall Planning

1. Awareness or call to action
2. Form a planning committee
3. Town Hall Format
4. Logistics
5. Promotion
6. Implementation
AWARENESS OR CALL TO ACTION

- Identify the purpose of the town hall. You may want to raise awareness to better serve or engage Black families of children and youth with special health care needs within your community.

- Every community has its own challenges and strengths. Do your research. A successful town hall will depend on you knowing the challenges and strengths of your community.

- Maybe there is a policy within your organization or community needing change to improve access for Black children and youth with special health care needs.

- A successful town hall will be driven by your reason for hosting it (i.e., awareness or call to action.)
FORM A PLANNING COMMITTEE

Lay the Foundation of Success

- Partner with a variety of organizations. Include youth.
- With input from your partners, create a meeting schedule.
- Recognize all partners by acknowledging their contributions.
- Ensure all partners are aware of meeting time.
- Create an agenda.
- Send notes after each meeting to all partners.
TOWN HALL FORMAT

- Panel Discussion
- Large Group Discussion
- Small Group Discussion
PANEL DISCUSSION

- A format with a panel of five or more. Example below:
  - Professional to provide data
  - Include Youth
  - Include Parents/Family/Caregivers
  - Include Allies
- Your panel can consist of local community members (youth and adults, politicians, educators, and/or celebrities.
- Panel discussions can be held virtually or in person.
LARGE GROUP DISCUSSION

- An open discussion with 50 to 100 individuals.
- The presentation is typically in a webinar format with questions asked at the end if virtual.
- The presentation is typically in a lecture format if presented in person.
- Discussions can be recorded via video or written summary.
SMALL GROUP DISCUSSION

- An open discussion with under 50 individuals.
- A moderator leads the discussion by asking pre-selected questions.
- Questions and number of questions are determined by the planning committee.
- Breakout sessions can be utilized virtually or in person to maximize the potential for increased conversation.
- Discussions can be recorded via video or written summary.
Step 1. Determine the town hall theme/topic.

Step 2. Identify the platform/venue/date and time.

Step 3. Select your moderator and invite them to all committee meetings.

Step 4. Select and invite your panelists if you choose the panel format.

Step 5. Develop the questions for the panelists or small group discussions.

Step 6. Preselected questions can also be used to guide the presentations for the large groups.
LOGISTICS

**Step 7.** Promote the event via email list, newsletters, social media.

**Step 8.** Prepare materials to be distributed (toe dip/deeper dive, agenda, evaluations, run of show)

**Step 9.** Assign duties (timekeeper, chat monitor, technical support, etc.)

**Step 10.** Do a technology run to minimize glitches.

**Step 11.** Schedule a pre-run before the day of the event.

**Step 12.** On the day of the event, send panel reminder email to arrive 15-20 mins before to cover last minute logistics.
MATERIALS TO BE DISTRIBUTED FOR IN-PERSON MEETINGS

- Panelists/speaker bios
- Agenda
- Brochures or flyers about each partners’ organization
- Evaluation Forms. Have attendees to complete before leaving.
- Toe Dip – Materials to excite or inspire the attendees. Send before event.
- Deeper Dive – Materials to review for more information and clarity. Send a few days after event.

To see samples of Toe Dip and Deeper Dive Docs, click “Explore More Resources”. Click on “Town Halls”
MATERIALS TO BE DISTRIBUTED FOR VIRTUAL MEETINGS

Panelists/speaker bios. Send in advance of event.

Agenda. Send in advance of event.

Brochures or flyers about each partners’ organization. Send after event.

Evaluation Forms. Have participants complete before ending the town hall.

Toe Dip Materials to excite or inspire attendees. Send before event.

Deeper Dive Materials to review for more info and clarity. Send a few days after the event.
TOE DIP SAMPLE: TOWN HALL #3 & TOWN HALL #8
RUN OF SHOW TEMPLATE FOR PANEL TOWNHALL

- Welcome and Closing – Can be one or two persons.
- Agenda – Addresses the time given for poll questions, family stories, breakouts, panelists response, evaluations, and questions and answers as well as discussions.
- Panel – Identifies the name of the panelists, their organization/business and the subject they will address.
- Housekeeping – A list of everyone tasks (moderator, chat monitor/question and answer monitor, timekeeper, poll monitor, requester of evaluations.)
- For more Town Hall “Run of Show” and evaluation samples please go to “Explore More Resources” & click on “Town Hall” block.
ADDITIONAL RESOURCES

For additional resources and information about Family Voices United to End Racism against CYSHCN and Families contact the leadership team at: info@fvamu.org