



Virtual or In-Person

**Family  
Voices  
FAMU**

**Town Hall  
Planning  
Guide**



---

# WHAT IS A TOWN HALL?

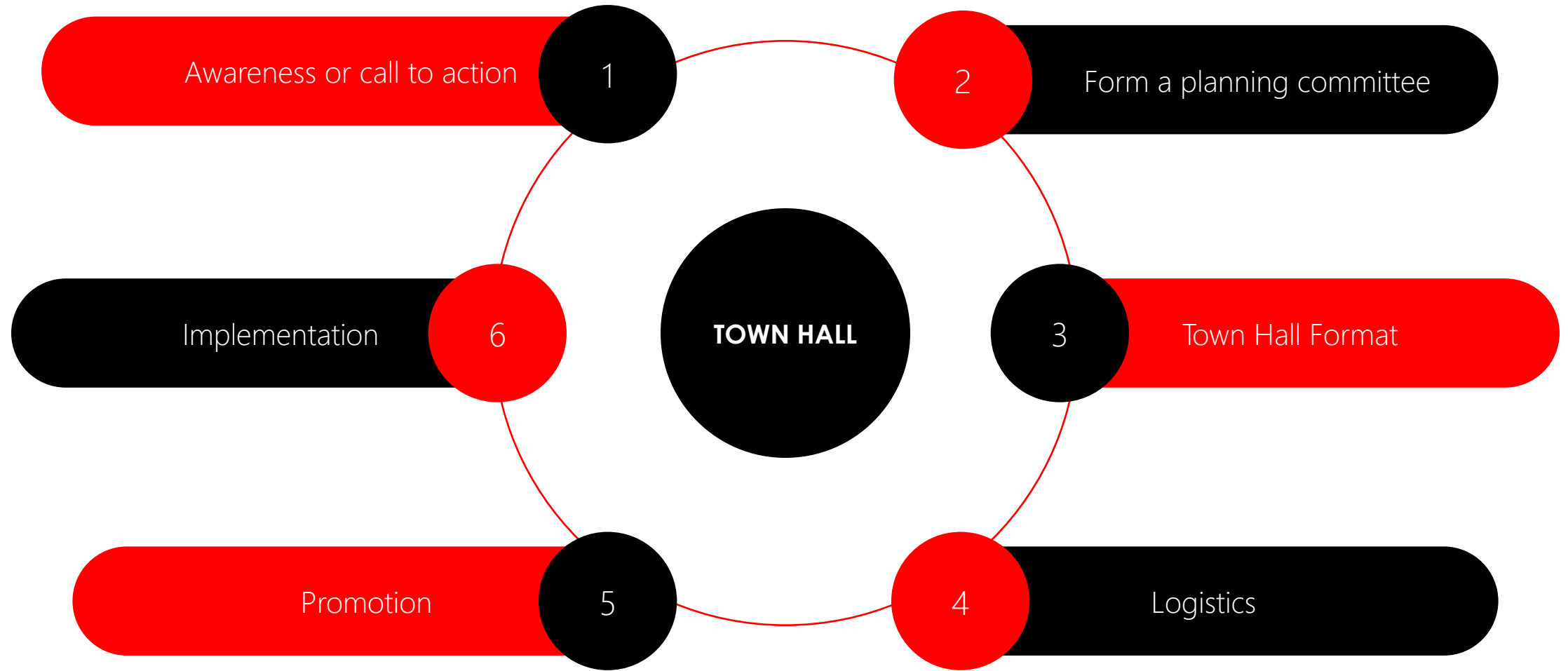
**Definition:** “Town hall meetings, also referred to as town halls or town hall forums, are a **way for local and national politicians to meet with their constituents**, either to hear from them on topics of interest or to discuss specific upcoming legislation or regulation”.

- 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







## 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.





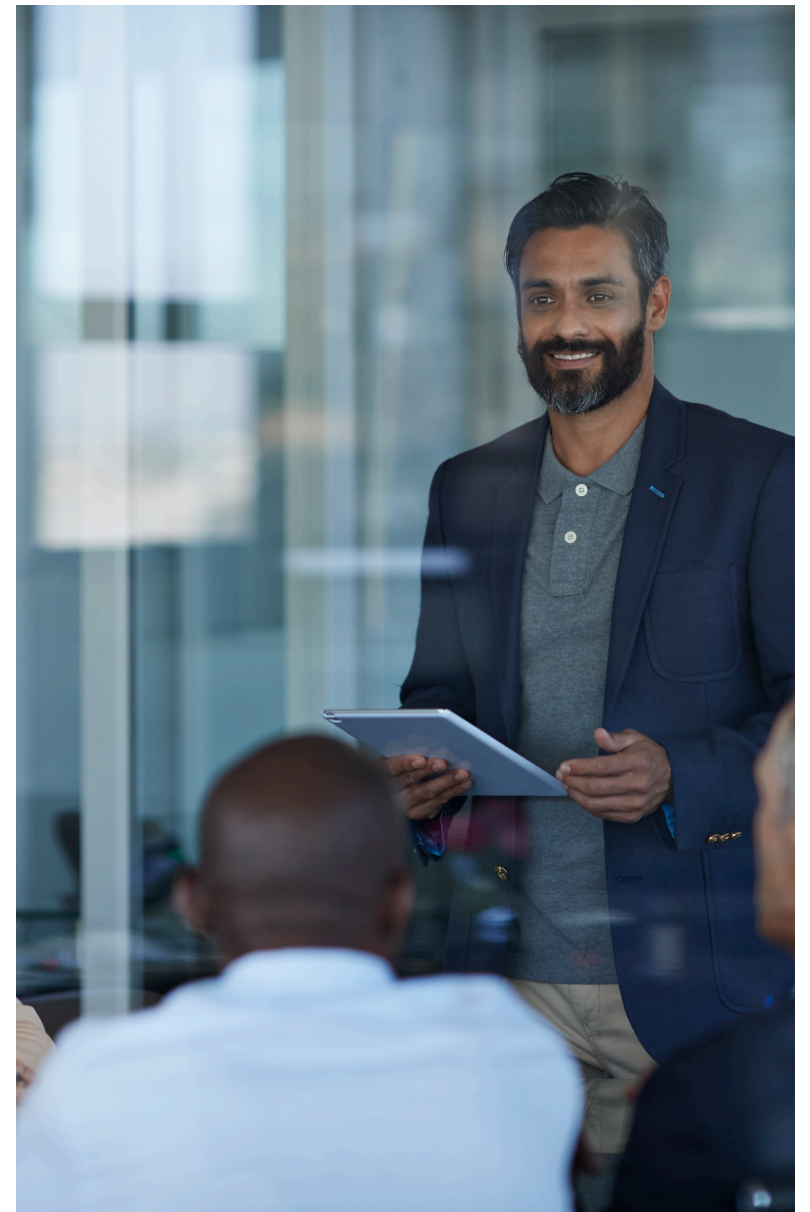


## TOWN HALL FORMAT

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.





# LOGISTICS

**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




**FAMILY VOICES®**  
Families Voices United to End Racism Against CYSHCN and Families

**Town Hall #3: "Dipping your toes" Information**

<p><b>MULTI MEDIA</b></p> <p> <b>The banality of racism in education</b> <a href="https://www.brookings.edu/blog/brown-center-chalkboard/2020/06/04/the-banality-of-racism-in-education">https://www.brookings.edu/blog/brown-center-chalkboard/2020/06/04/the-banality-of-racism-in-education</a></p> <p> <b>Nice White Parents</b> <a href="https://www.nytimes.com/2020/07/23/podcasts/nice-white-parents-serial.html">https://www.nytimes.com/2020/07/23/podcasts/nice-white-parents-serial.html</a></p> <p><b>READINGS</b></p> <p> <b>The Story of Ruby Bridges</b> <a href="https://www.goodreads.com/book/show/9923435-the-story-of-ruby-bridges">https://www.goodreads.com/book/show/9923435-the-story-of-ruby-bridges</a></p> <p><b>New York Times Magazine</b> <a href="https://www.nytimes.com/2016/06/12/magazine/choosing-a-school-for-my-daughter-in-a-segregated-city.html?referringSource=articleShare">https://www.nytimes.com/2016/06/12/magazine/choosing-a-school-for-my-daughter-in-a-segregated-city.html?referringSource=articleShare</a></p>	<p><b>TV/VIDEO SERIES</b></p> <p> <b>Public Enemy Music Video</b> <a href="https://youtu.be/zrFOb_f7ubw">https://youtu.be/zrFOb_f7ubw</a></p> <p> <b>C-SPAN's Landmark Cases Brown v. Board of Education:</b> <a href="http://landmarkcases.c-span.org/Case/8/Brown-v-Board-of-Education">http://landmarkcases.c-span.org/Case/8/Brown-v-Board-of-Education</a></p> <p> <b>PBS Frontline Series Episode (2014) 60 years after Brown decision:</b> <a href="https://www.pbs.org/wgbh/frontline/film/sep-arate-and-unequal/">https://www.pbs.org/wgbh/frontline/film/sep-arate-and-unequal/</a></p>
---	--







<p><b>JAMS</b></p> <p><b>PUBLIC ENEMY</b> "By the time I get to Arizona" Find on Apple Music Spotify Pandora</p>	<p><b>MOVIES</b></p> <p> <b>The Ruby Bridges Movie (1998)</b> <a href="https://youtu.be/PD79F7HGSgA">https://youtu.be/PD79F7HGSgA</a></p> <p><b>Teach us All</b> <a href="https://www.colortlines.com/articles/new-documentary-explores-current-segregation-americas-schools">https://www.colortlines.com/articles/new-documentary-explores-current-segregation-americas-schools</a></p>
--	---

WWW.FAMILYVOICES.ORG




  

**FAMILY VOICES®**  
Families Voices United to End Racism Against CYSHCN and Families

**BLACK CULTURE TOWN HALL #8 "DIP YOUR TOES DOC"**

<p><b>MULTI MEDIA</b></p> <p> <b>Black and Bookish: A Celebration of Blackness</b></p> <p> <b>Be Anti Racist Podcast with Dr. Ibram X. Kendi: Racism &amp; Sports</b></p> <p> <b>READINGS</b></p> <p><b>Eloise Greenfield: Honey I Love</b></p> <p><b>Deborah Harris: Does The Country I Call Home Love Me?</b></p> <p><b>Langston Hughes: I, Too</b></p>	<p><b>TV/VIDEO</b></p> <p> <b>The Poetry of Rap: Taking The Stage</b></p> <p><b>A People's Journey: Musical Crossroads</b></p> <p> <b>Netflix: High On the Hog</b></p> <p> <b>Fashion That Tells Stories</b></p>
--	---

<p><b>JAMS</b></p> <p><b>Prince: Welcome to America</b></p> <p><b>Bad Brains: Universal Peace</b> Guitarist Dr. Know on vocals</p> <p><b>This is America</b> <b>Childish Gambino</b></p> <p>YouTube, Apple Music, Pandora, Spotify</p>	<p><b>MOVIES &amp; DOCUMENTARIES</b></p> <p><b>Quest Love: Summer of Soul: The Harlem Music Festival</b></p> <p><b>The Wiz</b></p> <p><b>Boyz n the Hood</b></p> <p><a href="http://www.familyvoices.org">www.familyvoices.org</a></p>
--	--







# 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.

FAMILY VOICES UNITED TO END RACISM AGAINST CYSHCN AND THEIR FAMILIES



FAMILY VOICES UNITED TO END RACISM AGAINST CHILDREN AND YOUTH WITH  
SPECIAL HEALTHCARE NEEDS (CYSHCN)

TOWNHALL #8: BLACK CULTURE

AUGUST 18, 2021 (3:00-5:00 PM EST)

## RUN OF SHOW

### Agenda:

- Welcome remarks, dedication to Miss Eloise & intro video: (10 mins) (3:00-3:10pm)
- Spoken Word Intro: Sanyu Estelle (5 mins) (3:10-3:15pm)
- Moderated panel questions with: Antoinette Scully, Tendo Nagenda, Louis Henry Mitchell, Dee Sapp (20mins each?) (3:15-4:30pm)
- Reading of poem of “Honey I Love” & slide show pics of Miss Eloise Greenfield (5mins) (4:30-4:35pm)
- Network Q&A discussion last 20 minutes (4:35-5:00pm)
- Wrap up Town Hall: Nora final remarks (5mins)

### Spoken Word intro:

- Sanyu Estelle: Recording Artist, Claircognizant (“clear knowing”) Soothsayer (“truth teller”) aka The Word Witch (5mins)

### Panel:

- Antoinette Scully: Founder Black & Bookish, Literary Consultant, Social Justice Educator
- Tendo Nagenda: VP, Original Film, Netflix
- Louis Henry Mitchell: Creative Director of Character Design, Sesame Workshop
- Dee Sapp: Mother of Black Paralympic Swimmer & Founder/Executive Director of Accessibility





# ADDITIONAL RESOURCES

For additional resources and information about FamilyVoices United to End Racism against CYSHCN and Families contact the leadership team at: [info@fvfamu.org](mailto:info@fvfamu.org)