

## Town Hall Planning Guide

### WHAT IS A TOWN HALL MEETING?

Town hall meetings (also called 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.

### WHY ARE TOWN HALLS IMPORTANT IN THE EFFORT TO END RACISM AGAINST CYSHCN AND THEIR FAMILIES?

- Organizations or groups use town halls to hear from and discuss specific topics with stakeholders.
- Family Voices used town hall format to hear from its national network after the racial reckoning of 2020.
- A series of town halls led to the creation of the FamU project.

The **FAMILY VOICES UNITED TO END RACISM AGAINST CYSHCN AND THEIR FAMILIES** (FamU) project team developed this tool to help family leaders (and others) plan and host town halls in your state or local community as a tool to educate and create change.

## **Brainstorming for Your Town Hall**

Answering the questions in this guide can help you create the structure for a town hall. Once you complete this guide, you will be ready to plan your [town hall run-of-show](#), a plan that helps you time out your event and organize your participants.

*You can print out this PDF document and write in the spaces.*

### **STEP ONE: Purpose and Needs for a Town Hall**

**Why do we want to host a town hall, based on the needs of the community that we serve?**

**Who is our target audience?**

**What topic or theme should we explore with our town hall?**

**Who will partner with and support us in this work?**

**What do we want our outcome(s) to be for the town hall?** (Choose 1-4 outcomes)

**How will we use the FamU toolkit resources to help achieve our intended outcomes?**

**STEP TWO: Event Details**

**When would be the ideal time/place to host the town hall?**

**What is the format for the town hall?**  online  in person  hybrid

**Who will moderate the event?**

**Who will serve as the timekeeper for the event?**

**Who do we know with expertise on the topic or theme?**

**How will we promote the event?**

### **STEP THREE: Town Hall Panel and Questions**

How should the topic or theme be presented, and what should the presentation include?

What data can help us to “set the stage”?

**Who can we think of for a panel with:**

- A professional story that relates to the data?
  
  
  
  
  
  
  
  
  
  
- A youth or family story that relates to the data?

One or two allies who can talk about their experiences?

Youth participants who can talk about their experiences related to the data?

**What questions do we want to ask the panelists?** (Draft 2-3 questions per panelist)


**What supporting materials can we ask our presenters to provide to the audience?**

**How can we support continued learning after the town hall event?**

**What supports and/or resources will we need to achieve our objectives?**

*Think about the people, equipment, services and technology you will need, like printing, audio/visual equipment, staff or volunteers, a timekeeper for the event, online meeting technology.*

**FINISHED?**

Now you're ready to plan out the timing and "run of show," using the FamU Town Hall Run-of-Show Worksheet. A Run-of-Show is a detailed and timed plan for your event. [Find it here!](#)