Town Hall Run-of-Show Word Template

# How to use this worksheet to plan your town hall event

A run-of-show helps your team develop a plan for how the town hall will run. **Use this editable worksheet to edit the sections in [brackets] with your event information.** When you have completed this template, you can remove this “How to Use” section and publish, print and share the finalized run-of-show document with your town hall panelists and staff who will help to run the event.

**[Town Hall Theme/Topic]**

**[Date/Time]**

**[Venue or online meeting link]**

**Format**: 90 minutes with 60 minutes with panel and 20 minutes Q&A/discussion

# AGENDA

**Welcome (5 minutes)**

* Introduction to the town hall topic
  + [Remarks about the topic, why it is important, and what you hope participants learn from the town hall]
  + [Overview of town hall agenda]: “After this brief welcome, we will move into the moderated panel, followed by a Q&A during which participants can ask questions of the panelists.”
  + [Briefly introduce panelists and teams]
* Housekeeping [modify this list as needed]
  + All questions will be held until the end of the panel presentation.
  + **For online and hybrid formats**: “Feel free to put your questions in the chat; it will be monitored throughout the panel discussion.”
  + “Survey, links, and resources will be shared in the chat and after the town hall.”
  + “We have a timekeeper to keep us on track during the panel and our Q&A/discussion time.”

**Moderated Panel (60 minutes)**

* [Introduction of data that sets the stage for the panel discussion.]
* [Discussion questions]
  + Question format – list each question you will ask all panelists
  + Panelist format – list each panelist and the questions you will ask of each panelist

**Q&A/Discussion (20 minutes)**

* + [Open the discussion to allow participants to ask questions of the panelists.]
  + [Include 2-3 questions to ask if the audience does not have questions for the panelists.]

**TIP:** Plant colleagues to ask questions if the audience does not.

**Wrap Up (5 minutes)**

[Final Remarks and thanks to the panel members and audience, as well as any partners]