Town Hall Run-of-Show Write-in 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 printable worksheet to draft your event information.** When you have completed this template, you can use it as a guide for your event. You can also use it to fill in the typed version of the run-of-show to publish, print and share with your town hall panelists and staff who will help to run the event.

**Town Hall Theme/Topic**
_____________________________________________________________________________________________

**Date/Time**
_____________________________________________________________________________________________

**Venue or online meeting information**
_____________________________________________________________________________________________

**Format:** 90 minutes with 60 minutes with panel and 20 minutes Q&A/discussion
1. WELCOME AND INTRODUCTIONS (5 MIN)

Welcome

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Introduction to the town hall topic

*Draft 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.”

Add other notes you want to mention here:
Briefly introduce panelists and teams

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Housekeeping

- 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.”
Draft other housekeeping items here.

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2. MODERATED PANEL DISCUSSION (60 MIN)

Introduction of data that sets the stage for the panel discussion.

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Discussion questions

- Panelist format – list each panelist and the questions you will ask of each panelist

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Q&A/DISCUSSION (20 MIN)

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

- 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.

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WRAP UP (5 MINUTES)

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

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