

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

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

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.

2. MODERATED PANEL DISCUSSION (60 MIN)

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

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.

WRAP UP (5 MINUTES)

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