

“How To” Organize a [monthly] Town Meeting

Guide for the Coordinating Group (organizers of the Town Meeting)

TIME:	AGENDA PLANNING:	EVENT LOGISTICS:
<i>Preliminary</i>	Solicit Feedback for Agenda Items	When? Where? (+ back-ups) Fill-in Event Request Form
<i>Three Weeks Prior</i>	Announce Date/Time/Location Finalize Agenda Items (+ backups) Finalize Plan for Facilitation (this may include recruiting facilitators) Research Issues & Contact Presenters Begin Designing Advertising Materials	Request Funding for... - Catering - Advertising - Media/Tech fees - Office/Misc. Supplies
<i>Two Weeks Prior</i>	Disseminate Agenda Set-up Meetings with Presenters Implement Advertising (e.g. posters) Volunteer Note-takers & Timekeepers	Order Chairs, Grills, etc. Finalize Catering Plan Decide on P.O. or P-Card *If p-card, notify DoS staff.
<i>One-Week Prior</i>	Meetings with Presenters (facilitators of agenda should be present) Implement Advertising (e.g. social media)	Enlist Set-up & Cleanup Crews Place Catering Order
<i>Days Prior</i>	Implement Advertising (e.g. “dorm storming”) Check-in with Note-takers & Timekeepers	
<i>Day Of</i>	Gather Equipment & Supplies Arrive Early & Check-in	Check-in with Catering Order Set-up & Cleanup *If facilities department has to clean up, we will be charged.
<i>Days After</i>	Volunteer Report-writing Roles Volunteer Minute-formatting Role	
<i>One Week After</i>	Disseminate Community Reportback Upload Minutes and Other Materials to intranet.hampshire.edu/sga	