

Town Meeting Checklist

- Arrange facility
 - Estimate number of attendees
 - Locate facility
 - Reserve date & time
 - Ask what equipment & supplies are available
 - Discuss seating arrangement
- Publicize meeting
 - Radio & television
 - Newspapers
 - Newsletters
 - Public postings (houses of worship, schools, community and shopping centers, etc.)
 - Community's language
- Identify facilitator
- Identify speakers
- Establish protocol
- Develop agenda and presentation notes; photocopy
- Prepare briefing materials; photocopy handouts
- Gather equipment & supplies
 - Overhead projector & screen
 - Easels, pads, & markers
 - Chalkboard & chalk
 - VCR & monitor
 - Other
- Prepare to record minutes
 - Estimate number of recorders
 - Designate recorders to take notes
 - Designate recorder to compile minutes
- Invite local congressional representatives
- Invite state officials

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