



Agenda

SAMPLE RECOVERY TOWN HALL **SPEAKER FORUM**
SEPTEMBER 01, 20XX

- 4:00 PM Organizing Committee and event Facilitator arrives at Facility
 - Event Overview with Facilitator
 - Room Set Up (Chairs/Tables)
 - Audio Test
- 4:30 PM Speakers and any supporting Organizations with Resource Tables arrive
- 5:30 PM Recovery Town Hall Doors Open for Audience and Decision Makers
- 6:00 PM Welcome from Facilitator
 - Acknowledgment of Event organizers, sponsors, community partners/local businesses
 - Brief share on purpose of the event and why the topic was chosen
 - Introduction of Decision Makers that will listen to each speaker
- 6:15-7:15 Speakers share on selected topic
- 7:15 Panel of Decision Makers respond to speakers
- 7:45 Brief Question and Answer Session between audience and community Decision Makers (optional)
 - Call to Action/Facilitator closing remarks