

Organizing Timeline for planning Recovery Town Hall

MONTH 1

- Assemble Planning Committee
- Choose Topic of Recovery Town Hall
- Choose Format of Recovery Town Hall
- Confirm Expert on Topic (if this applies to the format the committee chooses)
- Secure Facility/Date/Time
- Create Promotional Flyer

MONTH 2

- Create Social Media event pages.
- Use Recovery Advocacy Project Social Media Toolkit ([LINK](#)) to create word of mouth for your event.
- Add Recovery Town Hall to Eventbrite (optional but recommended)
- Draft and send out Decision Maker invitation letter with RSVP deadline.
- Determine Recovery Town Hall Facilitator
- Choose Speakers (if this applies to the format the committee chooses)
- Introduce speakers to Recovery Messaging ([LINK : HOW TO Use Recovery Messaging to organize and address stigma in your community](#))
- Compile list of local media outlets
- Media invites

MONTH 3

- Reach out to any Decision Makers you invited and haven't heard back from
- Heavily promote event weeks leading up to the Recovery Town Hall
- Post frequently in the Facebook Event Page (related articles, reminders, calls for promotion.)
- Remind Community Partners of their Resource Tables and commitment to mobilize participants to the Recovery Town Hall.
- Schedule follow-up reminders with all invitees and participants.

DAY OF EVENT

- Test Audio/Visual
- Print out name plates for Panel Members
- Name tags.
- Attendees Sign in Sheet (Name, Contact) for future event planning
- Media Sign in Sheet (Name, Media Outlet, Contact)