



Agenda

SAMPLE RECOVERY TOWN HALL **DECISION MAKER 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 Panel of Decision Makers Arrive
 - Event overview with panelists
 - Supporting organizations/businesses arrive with resource tables

- 5:30 PM Recovery Town Hall Doors Open for Audience

- 6:00 PM Welcome from Event Organizing Committee
 - Acknowledgment of Event organizers, sponsors, community partners/local businesses
 - Brief share on purpose of the event and why the topic was chosen
 - Introduction of panelists

- 6:15-7:15 Panel commences and is moderated by facilitator

- 7:15 Audience Question and Answer with Panel

- 7:45 Call to Action/Organizer closing remarks