



Agenda

SAMPLE RECOVERY TOWN HALL **EDUCATIONAL/AWARENESS FORUM**
SEPTEMBER 01, 20XX

- 4:00 PM Organizing Committee/Experts and Special Guests arrive at Facility
 - Event Overview with Organizers
 - Room Set Up (Chairs/Tables)
 - Audio Test
- 4:30 PM Supporting Organizations/Businesses with Resource Tables arrive
- 5:30 PM Recovery Town Hall Doors Open for Audience and Decision Makers
- 6:00 PM Welcome from Event Organizers (Planning Committee)
 - Acknowledgment of Event organizers, sponsors, community partners/local businesses
 - Acknowledgement of local decision makers
 - Brief share on purpose of event and why topic was chosen
 - Introduction of experts
- 6:15 - 7:30 PM Expert Presents/lectures on selected topic(s)
- 7:30 Decision Maker/Audience Question and Answer Session with Expert
- Planning Committee Closing Remarks