

AUGUST RECESS

TOWN HALL EVENT

Team

Name

Phone

Email

When members of Congress (MOCs) are back in their districts during a congressional recess, many hold public meetings such as town halls, listening sessions, and office hours. These events are opportunities for constituents to interact directly with their MOCs and their staff, ask questions about where they stand on issues, share concerns, and press for answers on policy proposals, legislation, and their stances on upcoming votes.

Depending on your representative, your community will have the following two options regarding planning for successful town halls. Select one:

My rep is holding a public town hall

My rep *is not* holding a public town hall

If your member has a scheduled public appearance coming up, your team needs to be able to answer the following questions to maximize our impact over recess:

How will you increase turnout to this event? What's your recruitment and promotion plan?

What does success mean for you? (Usually this is getting your member on record committing to an issue/position on a vote that is important to the community.)

Who do you know already who can speak and share their personal story at this event? List their names below and who will reach out for their commitment:

This work is licensed under the Creative Commons Attribution-NonCommercial 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc/4.0/> or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA.

If you member is not holding a town hall, your team should plan an “Empty Chair” town hall meeting.

An effective “Empty Chair” town hall typically follows the following agenda:

1. Welcome, Goals, Agenda / 2. Share personal stories / 3. Record questions: Either write them down or video record them / 4. Call to action / 5. Thank you & wrap up

To get started answer the following questions:

Who is the Emcee for the townhall? Who will open the meeting, introduce the speakers, and make the ask at the end?

Who do you know already who can speak and share their personal story at this event? List their names below and who will reach out for their commitment:

Logistics

Where will this event be?

What day?

What time?

Who will reach out to local press?

Who on your team is responsible for locking in a location? _____

How are we going to make this event effective for our issue? (This could including thinking of questions in advance or bringing targeted signage.)

Recruitment

List some ideas the team has as to how you will make sure your community knows that this rally event is happening and how they can participate? Make sure to plan out who will take on each outreach idea.

Who is responsible for confirmation calls? _____

Next Steps

When will this team meet again?

Date:

Time:

Location:

What do you need from OFA? (Email organizing@ofa.us, please include your city and state)

This work is licensed under the Creative Commons Attribution-NonCommercial 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc/4.0/> or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA.