

CBTU TOWN HALL MEETING

Checklist

1. Date
2. Time
3. Location
4. Issues/Presenters
5. Budget
6. Outreach Plan
 - *Central Labor Council (Local Unions)*
 - *AFL-CIO State Director (Field Mobilization)*
 - *Ministerial Alliance*
 - *NAACP*
 - *Political Leadership*
 - *Fraternities/Sororities*
 - *Senior Citizens*
 - *Students (High School/College)*
 - *Environmental Justice Groups*
 - *Others (to be identified)*
7. Materials (printed and audio visual)
8. Food/Refreshments
 - *Menu*
 - *Sponsorship*
9. Registration (for future contact on coalition issues)
10. Advertising of Town Hall Meeting/Distribution
 - *Letter*
 - *Flyers*
 - *News Release*
 - *Radio Talk Shows*
11. Evaluation Forms

