



ORGANIZING A TOWN HALL MEETING

After the Town Hall Meeting

- Send out a news release describing the meeting and mentioning speakers and the number of attendees.
- Make sure to follow up with the media representatives who attended.
- Write thank-you letters to the VIPs.
- Develop and distribute a report on the meeting.
- Follow up with agencies and organizations and get their feedback.
- Follow up with long-term activities that provide a continued emphasis on preventing underage drinking in the community.
- Use available print, radio, television, and online Public Service Announcements (PSAs) to further the underage drinking prevention message.

***Then, give yourself a pat on the back—
you've made a contribution
to the prevention of underage drinking!***