

UPTOWN

TOWN MEETING '76

March 13, 1976

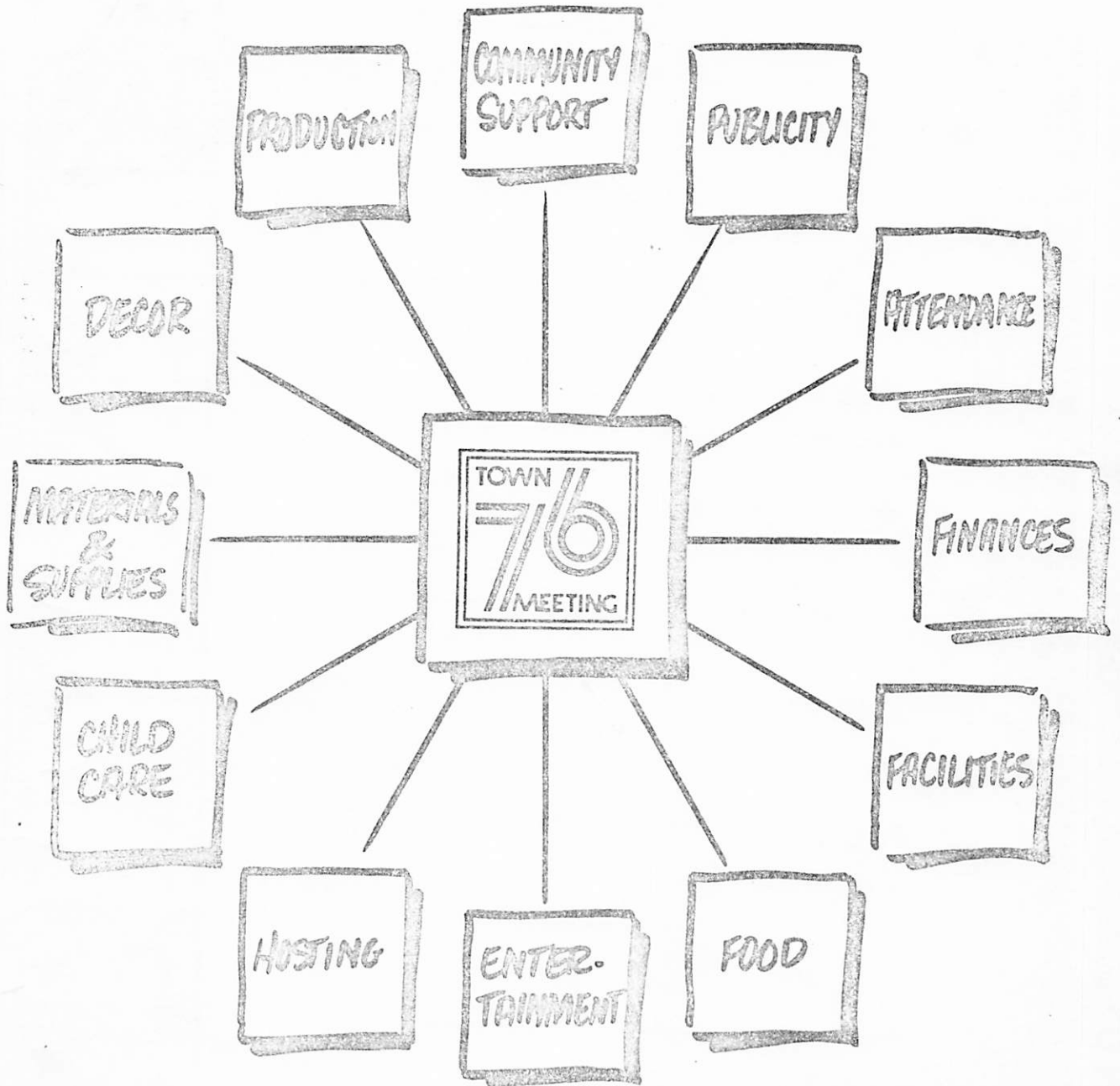
McCormick Boys Club

SPONSOR  
COMMITTEE  
GUIDE



# TASK OVERVIEW

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# COUNTDOWN TIMELINE

SUGGESTED TIMELINE BASED ON TOWN MEETING SET-UP EXPERIENCE. CAN BE ENLARGED AND USED IN WALL ROOM TO ORGANIZE COMMITTEE WORK.

	WEEKS BEFORE		Feb 9
	7	6	5
COMMUNITY SUPPORT	✓ PLAN CAMPAIGN GET LOCAL BICENTENNIAL SUPPORT	FUNDING BLITZ	
PUBLICITY	ARRANGE FOR PRINTED MATERIALS - STATIONERY GET P.O. BOX (17th)	CONTACT MEDIA SET UP SPEAKING ENGAGEMENTS	PLAN
ATTENDANCE	✓ LIST COMMUNITY GROUPS		MAIL INDIVIDUAL & GROUP INVITATIONS
FINANCES	✓ APPOINT TREASURER CHECK P.O. BOX WITH PUBLICITY	✓ BUILD BUDGET	
FACILITIES	✓ GET FACILITY		
FOOD			
ENTERTAINMENT		INVESTIGATE ENTERTAINMENT	
HOSTING			
CHILD CARE	✓ GET FACILITY	FIND A LEADER	
MATERIALS & SUPPLIES		PLAN FOR DONATION OR PURCHASE	
DECOR			BEGIN GATHERING LOCAL DECOR
PRODUCTION			ARRANGE FOR PRODUCTION COORDINATOR
COORDINATOR			



Feb 16 4	Feb 23 3	Mar 1 - 7 2	Mar 8 - 12 1	Mar 13 TOWN 76 MEETING	AFTER +1
INVITE DIGNITARIES		DONATION BLITZ	RECONTACT SPECIAL GUESTS		MAIL DOCUMENT THANK YOU LETTERS
Arrange Printer	PUBLICITY BLITZ [RADIO ANNOUNCEMENTS] BUSINESS POSTERS		LEAFLETS HOST MEDIA (PRESS KITS)		
PRE-REGISTRATIONS					
SPEAKING ENGAGEMENTS					
					CLEAR ACCOUNTS
CHECK SPECIFICS	FLOOR PLAN ARRANGE FOR TABLES-CHAIRS		SET-UP	RE-SET	RETURN TABLES-CHAIRS
MAKE MENU LIST POSSIBLE DONATIONS			COLLECT DONATIONS BUY FOOD		
ENGAGE PERFORMERS		CHECK EQUIP- MENT. BRAY- GROUND MUSIC ENTERTAINERS	FINAL CONFIRMATION		THANK YOU LETTERS
FORM COMMITTEE	SECURE HOSTS & REGISTRARS	ARRANGE FOR ICA HOUSING			
COORDINATE FOOD & MATERIALS ETC. In List?	GET STAFF	RE CONFIRM COMMITMENT	ASSEMBLE MATERIALS & DECOR		
	DONATION BLITZ		COLLECT MATERIALS		
		FINALIZE LIST. DONATIONS PURCHASE, RENT			
	PLAN DECOR		ASSEMBLE & PREPARE DECOR		
ARRANGE EQUIPMENT & STAFF			GET MATERIALS & EQUIPMENT		RETURN EQUIPMENT
SECURE H.C. WORKSHOP LEADERS & RECORDERS	PLAN CELEBRATION	COORDINATE WITH ICA STAFF	PICK-UP ICA STAFF ALL LEADERS MEET FRIDAY EVENING		THANK YOU LETTERS (COORDINATE)

# COMMUNITY SUPPORT

Let's get into the act! There are many ways to support the Town Meeting.

Get everyone involved in creating our destiny. Community leaders, organizations, and clubs can use their influence.



The Town Meeting is a community-based event. Donations, support, endorsement, and funding should be sought from many sources, including government, business, individuals, churches, clubs, service organizations, etc. Research what resources are available and secure endorsement, donations, and participation from many sources to involve the entire community

Official recognition has been given to the Town Meeting '76 nationally by the American Revolution Bicentennial Administration. Local authorization by Bicentennial commissions may be sought. The correct use of the logo is covered under Publicity.

## GUIDELINES

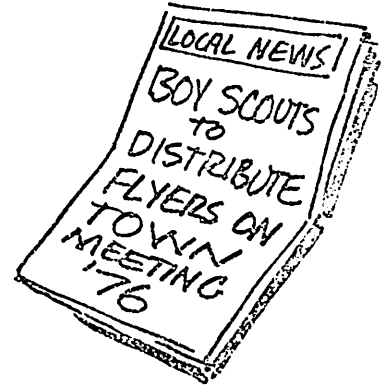
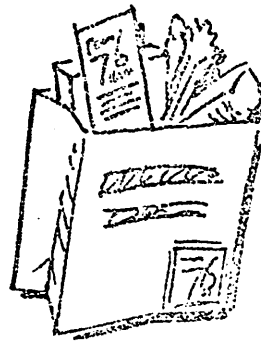
1. Gain support and endorsement of local government officials, community leaders, and commissions and invite them to participate in the Town Meeting.
2. Suggest that the mayor officially proclaim the day as Town Meeting Day.
3. Solicit funds for the Town Meeting from local government, businesses, foundations, service organizations, clubs, churches, and individuals.
4. Solicit rent-free facility and equipment for the Town Meeting where possible.
5. Solicit donations of food and materials from businesses.
6. Solicit donations of services, promotion, decor materials, and equipment.
7. Keep records of all gifts on chart and send "Thank You" note to each contributor, accompanied by a copy of the final document.

# PUBLICITY



Publicity plays a crucial role in inviting the whole community to the Town Meeting, recalling the past and present of the local community and the hopes for the future. This publicity makes it clear that whole families and people of all ages are welcome. The emphasis is that it is in the interest of the local community to attend.

Town Meeting slide shows  
talks at local meetings  
mailings  
displays in stores, etc.  
billboards  
banners, flyers  
church bulletin inserts  
TV spots-talk shows  
luncheons for local leaders  
local newspapers  
    stories  
    articles  
    editorials  
    endorsements  
information kits for media



Town Meeting '76 has received official recognition nationally by ARBA, which authorizes the use of the ARBA logo. The Official Graphics Standards Manual should be referred to in designing any material using the ARBA logo. If the Bicentennial Committee or library does not have a copy, send to:

American Revolution Bicentennial Commission  
736 Jackson Place N.W.  
Washington D.C. 20276

Check with your local Post Office on the availability of Box 1775 or 1776 for use as your official mailing address. This address may be used on any material such as stationery, flyers, pre-registration forms that are designed and printed locally.

# ATTENDANCE

You have probably organized many meetings before and invited people to attend; the only difference in securing participation in a Town Meeting '76 is the fact that unless the whole town or community is represented, it doesn't constitute a "Town" Meeting. Other sponsors' committees have found that special attention needs to be given to this aspect.

Here are some arenas and methods of operation which have proved helpful elsewhere.

## PUBLICITY

- Choose materials appropriate to your community.
- Co-ordinate plans with those responsible for publicity.
- Print invitations for public officials and other dignitaries.

## CONTACTING COMMUNITY GROUPS

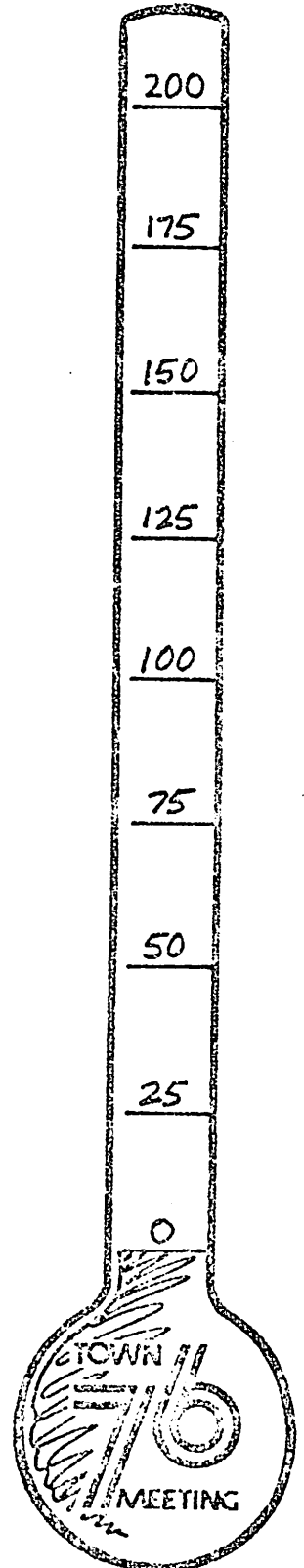
- List and systematically contact community organizations.
- Send letter to such organizations using "Town Meeting" letterheads.
- Suggest that high schools give credit for student participation in planning and work of the day.
- Allow concession fees for students and Senior Citizens.
- Suggest quotas for number of delegates from organizations.
- On a large wall chart, list groups and assigned contact person (Also useful when checking and reporting progress on attendance).

## INSURING COMMUNITY- WIDE SUPPORT

- Follow up all contacts by telephone.
- Report dignitaries' acceptances to host committee.
- Invite all groups providing funds or services.
- Encourage helpers to bring their friends.

## SOME PRACTICAL AIDS

- Set attendance goals for each week.
- Keep up-to-date record of registrations on attendance 'thermometer'.
- Keep record of children expected (including ages).
- Collect pre-paid registrations when possible.
- Use sound truck to remind people the day before and the morning of the Town Meeting.
- Keep registration open until 1 P.M. on Town Meeting Day.



# FINANCES

BUDGET	
o	FACILITIES \$
	PRINTING
o	MATERIALS
	FOOD
o	ENTERTAINMENT

Town Meeting '76 is designed to be a low-cost community event. Through broad-based Community Support and admissions received from participants, actual costs can be kept to a minimum.

Although the Town Meeting may be financed completely by organizations and individuals, it seems preferable for participants to pay an admission fee or to be allowed to make a nominal donation.

An accurate accounting procedure is important to the success of the day.

The budget is estimated to be \$1,000; \$400 going to the ICA staff (usually 2 persons) for travel costs and consultant services, \$200 for materials including participant workbooks and decor items, and the remaining \$400 for the local costs of promotional materials, facilities, office expenses, food, entertainment, supplies for the workshops. Local costs are dependent on the number of items a community can secure through donations.

## GUIDELINES

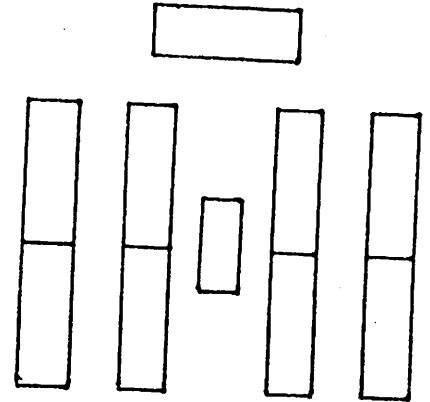
1. Build the local budget to create an inclusive financial picture. This needs to be done by committees in co-ordination with those responsible for funding (See Community Support).
2. Appoint a treasurer who will be responsible for receiving and disbursing the monies from Town Meeting and for keeping an accurate account of all financial transactions.
3. Open a local Town Meeting account with designated signers from the committee.
4. Designate a local address for billings (for example, P.O. Box 1776 - See Publicity).
5. Clear up all accounts within 30 days after the Town Meeting.



# FACILITIES

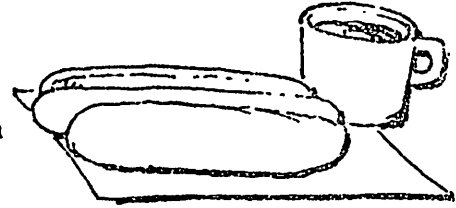
## — RESERVE EARLY —

A building regularly used for community functions is most appropriate. It will be well known, easily found and meet the requirements of space for participants in Town Meeting and child care.



<p>SPACE REQUIREMENTS</p>	<p>A room large enough for 200-400 people          Four areas for workshops (50-100 people)          Tables and chairs for all          Kitchen and serving area          Adequate toilet facilities</p>
<p>FACILITY CONDITIONS</p>	<p>Reserve facility for 2 days to allow set-up time <i>check on Friday</i>          What are the fire and safety regulations?          Is smoking allowed?          Is there a public telephone?          Is there a public address system?          Can tape be used on the walls?</p>
<p>SPACE SET-UP</p>	<p>Draw a plan of facility's original space (for reset)          In consultation with the ICA staff and the decor.          Entertainment and food teams set up all the spaces on Friday          Have arrangements been made for:          Parking---Registration---Production?          Are there ashtrays and toilet supplies?</p>
<p>SPACE CLEAN-UP &amp; RESET</p>	<p>Keep the facilities neat all day. - <i>scouts</i>          Return equipment and supplies directly after the Town Meeting if possible          Restore facility to its original condition</p>

Good food is critical to the success of any festive celebration. The preparation of the serving tables and attractive arrangement of the food will add to the total experience of your Town Meeting. The participants will benefit from the care you take in providing food that is appealing and plentiful.

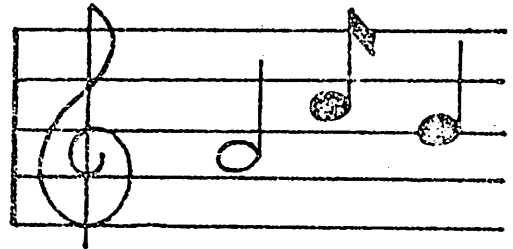


RECOMMENDATIONS	HAPPENINGS	IDEAS
<ul style="list-style-type: none"> <li>-Every effort should be made to get all food and supplies donated, to keep costs minimal.</li> <li>-Create a list of supplies and needed items for use in preparation and procurement.</li> <li>-As much preparation as possible should be handled before-hand so that during the Town Meeting only a few people are needed in the kitchen.</li> <li>-Facilities should be checked early to ensure all necessary equipment is on hand.</li> <li>-Colored napkins, placemats, sheets, etc., dress up serving tables and eating areas.</li> <li>-Co-ordinate efforts with child care staff</li> <li>-A coffee table may be maintained throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>o Service organizations have donated food and services - even homemade coffee cake!</li> <li>o <u>PHILADELPHIA</u> - Fast food chains donated all food, from hamburgers to pizza, plus serving utensils and cups.</li> <li>o For one Town Meeting, lunches were prepared on Friday night, put in boxes, and tied with red ribbon.</li> <li>o <u>ALBANY, N.Y.</u> - Donated ice cream lent a festive air to the interlude.</li> <li>o <u>SEALBEACH, CAL.</u> - Donated boxes lunches of fried chicken, potatoes, and roll with a salad bar. The boxes were printed with picture of Spirit of '76.</li> </ul>	<ul style="list-style-type: none"> <li>Hamburger</li> <li>Sandwiches</li> <li>Chicken</li> <li>Hot Dogs</li> <li>Pizza</li> <li>Barbecue</li> <li>Pot Luck</li> <li>Salads</li> <li>Fruit</li> <li>Chips</li> <li>Relishes</li> <li>Cookies</li> <li>Pies</li> <li>Cakes</li> <li>Pop</li> <li>Fruit drinks</li> <li>Ice Cream</li> <li>Coffee</li> </ul>

8:00 A.M.	9:00 Morning Session	12:30 Noon	1:30 Afternoon Session	5:00 P.M.
<ul style="list-style-type: none"> <li>*Make coffee</li> <li>Prepare to serve snack</li> </ul>	<ul style="list-style-type: none"> <li>Serve coffee and doughnuts</li> <li>Clean up serving area</li> <li>Prepare lunch</li> </ul>	<ul style="list-style-type: none"> <li>Serve lunch buffet style</li> </ul>	<ul style="list-style-type: none"> <li>Clean up serving area</li> <li>Prepare and serve snacks</li> <li>*Keep coffee pot going all day</li> </ul>	<ul style="list-style-type: none"> <li>Final Clean-up</li> </ul>

# ENTERTAINMENT

The noontime Interlude is a time of celebration with local talent providing entertainment. The particular acts might be a response to the Bicentennial theme.



GOSPEL SINGERS

ROCK BAND

SOLOISTS

ELDERS CHOIRS

POETRY READINGS

BARBER SHOP QUARTETS

PIANISTS

The following has emerged from the experience of other Town Meetings and might prove helpful for you.

SQUARE DANCING

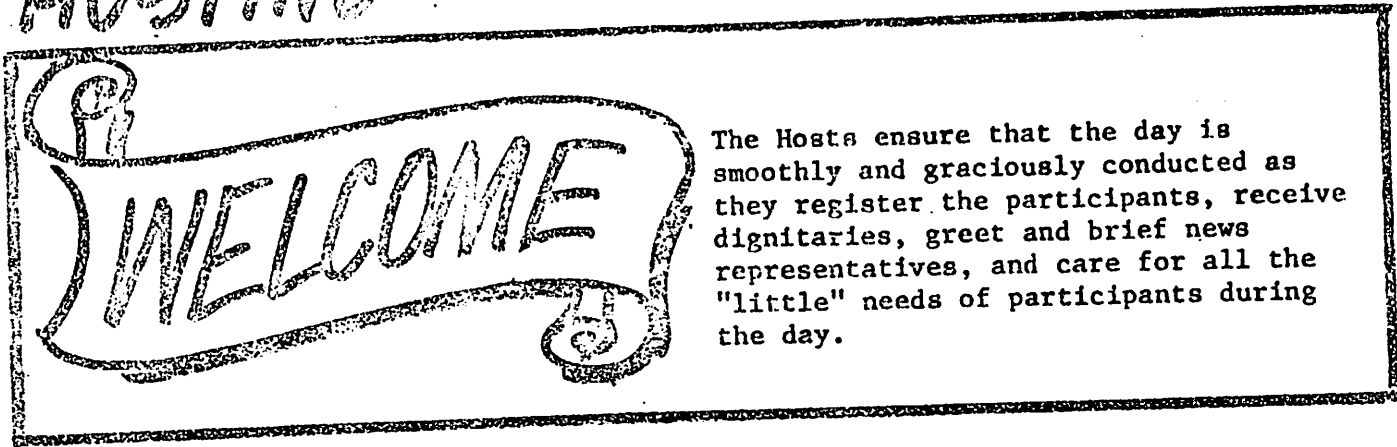
FOLK SINGERS

JAZZ COMBOS

- Appoint one person to co-ordinate the acts and to keep in contact with the performers.
- Ask several groups (individuals) to perform. Be sure to keep in contact with them and to reconfirm their intentions.
- Plan for the acts to be a total of 15-25 minutes.
- Begin the entertainment with instrumental music while lunch is being served and end with the group that will most encourage the participation of the whole Town Meeting.

- See that each group has the necessary equipment.
- Set up equipment on the day before the Town Meeting.
- Check the sound system before the Town Meeting begins.
- Select and borrow tapes or records to play during registration and after the closing (you might consider live entertainment as well).
- Secure a tape recorder and/or record player and co-ordinate with sound system person.
- Appoint someone to be in charge of playing the music.

# HOSTING



Plan ahead for securing your hosts and registrars. It is helpful to have two hosts (possibly a couple) and four registrars for the 8:30 A.M. to 10:00 A.M. rush. One registrar should remain to register late-comers and guide them to appropriate workshops. The Town Meeting co-ordinator and Master of Ceremonies will host the dignitaries and press during the day.

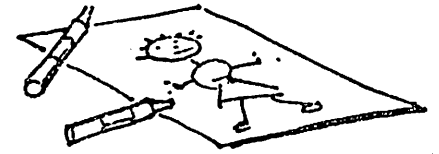
The following suggestions have emerged from the experience of previous Town Meetings.

TIME DESIGN FOR HOSTING				
<u>Friday Morning</u> Get estimate from Attendance Committee  List of distinguished guests  Small bills and coins for making change	<u>Fri. Afternoon</u> Co-ordinator meets ICA staff at airport  Give staff tour of the community and the facility  Provide a place for staff to stay	<u>Friday Night</u> Set up the registration area  Prepare name tags  Label all rooms  Post directions where needed  Get out ashtrays and restroom supplies	<u>Sat. Morning</u> Register participants  Hand out work-books and song books  Greet dignitaries and participants  Host press as they arrive  Care for participants and space: coffee and snacks	<u>Sat. Afternoon</u> Register late-comers  Continued care for participants and space  Attend Celebration



# CHILD CARE

Many communities have found that a day of Town Meeting-related activities has provided both a learning experience and a good time for their children. To help in your planning of child care, the following model is offered for your consideration.

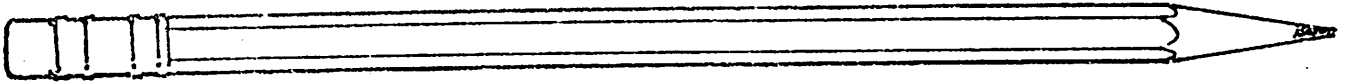


- Staff** A ratio of one adult to five children is suggested.
- Facility** It is advisable that the facility for the children be self-contained, and separate from that being used for adult activities. If the children's program is housed in the same building as the adults', it needs to be located so as to avoid creating a distraction to the adults' meeting.
- Room Decoration** Banners, posters, photographs, and other materials placed around the room add to a child's learning experience. Some communities have co-ordinated the children's decor with that of the adult facilities, creating a common theme for the day. Decor possibilities include maps (city, state, nation, world), pictures from other countries, and historical scenes (American Revolution, moon shots, etc.).
- Food** Plan an attractive lunch that can be quickly and easily served. Simple snacks and juice should be on hand during the day.

## Activity Suggestions

Morning EXPLORING THE COMMUNITY	Noon CELEBRATION	Afternoon CARING FOR THE COMMUNITY
<ul style="list-style-type: none"> <li>-Scavenger hunt in community</li> <li>Build collage out of materials found.</li> <li>-Have contest to see who can build the most creative city (Use odds &amp; Ends)</li> <li>-Read <u>Horton Hears a Who</u> (or <u>Swimmy</u> or other book about community), then assign children parts and act out.</li> <li>-Use of playdoh (Can be made of flour, water, and salt) to make relief map of community</li> <li>-Paint community mural</li> </ul>	<ul style="list-style-type: none"> <li>-Put on play with children taking part</li> <li>-Sing songs</li> <li>-Entertainers from Adults Town Meeting perform for children</li> <li>-See a movie (May be obtained free from many libraries)</li> </ul>	<ul style="list-style-type: none"> <li>-Have children make up stories about historical figures, illustrate with drawings and tell to group</li> <li>-Take imaginary trip across country in wagon trains, engaging children in play-acting</li> <li>-Do community clean-up (Give each child bag to fill with trash)</li> <li>-Team games</li> <li>-Create store, song, and slogan of community</li> <li>-Trace outline of children on paper, cut out, and have them color silhouettes as "What I want to be When I grow up"</li> </ul>

# MATERIALS and SUPPLIES



The procurement of Materials and Supplies offers the Sponsor an important opportunity to secure a broad base of support within the community. All across the country the business community, schools, churches, and individuals have participated in Town Meeting through the donation or loan of materials, supplies, and equipment.

The following is a composite listing that gives an overall view of all the supplies needed for A Town Meeting. Sponsors report that they have found such a listing to be particularly helpful when asking for donations. At a glance, a prospective donor can select those items he is able to provide.

## PRODUCTION

4 rolls of masking tape  
250 pencils, sharpened  
24 broad-tip marking pens (red and blue)  
4 rulers  
4 staplers, staples  
4 electric typewriters (capable of typing stencils; similar type face, if possible)  
Extension cords, 3-way plugs  
15 reams of mimeo paper  
3 lbs. mimeo ink (compatible with mimeo machines which will be used)  
24 stencils  
1 stencil stylus  
4 bottles correction fluid  
2 mimeograph machines (preferably with interchangeable stencils)

## FOOD

materials for cold lunch  
coffee, tea, cold drinks  
sugar, cream  
doughnuts, or other snack  
400 plates  
500-1000 hotcups  
600 napkins  
600 plastic spoons, forks, knives  
15 garbage bags (trash can size)  
dishcloths, handwipes, paper towels  
dishwashing supplies  
hand soap  
toilet paper

## DECOR - Walls

copies of historical documents  
heritage prints  
photos of community  
maps of world, nation, state  
ARBA posters  
U.S. flag

52 sheets of red and blue poster paper 22" x 32"  
2 large rolls of masking tape  
6-10 small jars of rubber cement  
15 rolls of black photographic tape 1/2" wide

## Centerpiece Tables (5)

blue table covers  
red scarves  
decorative objects: candles, gavels, Liberty Bells, ships, etc.

## Banner

materials for constructing a large Town Meeting banner appropriate to the facility

Names tags - 250

TM'76 Historic quotes provided by the ICA staff on arrival

## CHILD CARE

red and blue poster paper, drawing poster paints, crayons, pencils blocks, books, playdoh, etc.  
maps of world, nation, state, globe  
photos of community, old magazines

## ENTERTAINMENT

microphone and sound system  
extension cords  
tapes or records  
tape recorder or record player

## PROGRAM MATERIALS (Provided by ICA consultants)

Historic Quotes  
Participants' Workbooks  
Song Sheets  
Workshop data posting sheets

\*The above is not meant as an exhaustive list, and will need adapted to your situation.

# DECOR

Decor is essential to the transformation of any facility into a lively environment for the Town Meeting.

Reception areas, hallways, the main hall, and workshop areas, should be decorated to impact and stimulate participants all day.



Although the planning for decor will take place 4 or 5 weeks before the Town Meeting, the actual setting up will not be possible in most cases until the day before Town Meeting.

The gathering of materials as well as the creation of items such as banners and displays may require a period of several weeks. Adaptations to facility regulations may need to be worked out, i.e., tape on walls, pins in curtains, etc.

Check with the ICA consultant on materials to be supplied by them.

## SUGGESTIONS

from other Town Meetings

Red, white and blue tablecloths, scarves  
Candles, gavels, ships, Liberty bells

Town Meeting banner made by local groups

Photography display of local interest

Local Historical Society exhibit

Displays: historical documents,  
heritage prints, local  
memorabilia

ICA quotes

U.S. flags; world, national and  
local maps; posters from local  
poster contest

## MATERIALS

to be purchased or donated\*

52 sheets of red & blue poster paper 22" x 32"  
2 large rolls masking tape  
6-10 small jars rubber cement  
5 rolls each red & blue tape  
15 rolls black masking tape 1/2"  
material for Town Meeting banner

\*Included in list on materials

# PRODUCTION

One of the unique qualities of the Town Meeting is the production of the document, tangible evidence of the day's work which the participant takes home with him.

PRODUCTION TIMELINE					
PRE PREP.	TOWN MEETING DAY				
	OPENING	MORNING	AFTERNOON	PLENARY	CLEANUP
-Prepare wall sheets -Prepare stencils		-Type Contributors Page  -Type Participants pages	-Type Challenges -Begin printing -Type late participants page -Collate: Challenge pages Participant pages	-Type and print: Symbol Story Song Proposals -Collate -Staple	

PERSONNEL		
ROLE	TASK	TIME
Production Co-ordinator	-Co-ordinates production -Distributes workshop supplies -Collects scribes' sheets	8:00 - 5:30
Typist A	-Types majority of document and collates	9:30 - 5:30
Typist B	-Types "Challenges", "Proposals", and collates	1:00 - 5:30
Typists C & D	-Type "Proposals" and collate	4:00 - 5:30
Mimeo Operator A	-Prints majority of document and collates	1:00 - 5:30
Mimeo Operator B	-Prints "Proposals" pages and collates	4:00 - 5:30
Collators (3 - 6)	-Partially collate document at 3:00	3:00 - 5:30

PRODUCTION MATERIALS AND EQUIPMENT	
4 Typewriters capable of typing stencils (Electrics are preferable)	Extension cords as needed
2 Mimeograph machines	2 dozen stencils (18 that fit the main mimeo; 6 that fit the second)
3 lbs. mimeo ink (2 lbs. for the main mimeo; 1 lb. for the second one)	4 bottles correction fluid
10 reams mimeo paper for each 200 people	1 stylus
	2 rulers
	4 staplers and staples



# CELEBRATION

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## FESTIVE

The evening's celebration following the Town Meeting is a crucial happening for all. It caps the day by celebrating the expenditure of past weeks and by reflecting on the Town Meeting itself. It is usually best to hold this celebration in a relaxed atmosphere away from the Town Meeting site as soon as possible after the clean-up is done. In addition to the committee members and ICA staff, you might wish to invite interested participants from the Town Meeting.

## REFLECTIONS

In a week or two following the Town Meeting, it is suggested that a follow-up meeting of your sponsoring committee be held to wrap up any business, and make final evaluations and decisions relative to future steps that might be taken as a result of Town Meeting.

FOLLOW UP  
MEETING

# MEETING AGENDA



To engage in the challenging task of creating and co-ordinating the Town Meeting event, most Sponsor's Committees have weekly planning meetings. Here is an agenda you might wish to use and adapt to your own situation.

GATHERING		Coffee & Doughnuts
O P E N I N G	Welcome	<u>Greeting and Orientation</u> -Sing songs created at other Town Meetings -Introduce Sponsor's Committee members
	Discussion	<u>Reflecting on the Nation's Future</u> -Read an excerpt from writings, such as the Declaration of Independence, the play "1776", or patriotic songs, and discuss its meaning for the present and future of the nation.
P L A N N I N G	Challenges	<u>Determining and Planning the Task</u> -Hear Progress Reports -Discuss the challenges of the evening
	Task Forces	<u>Making Specific Plans and Assignments</u> -Break into Task Forces -Assign weekly tasks
C L O S I N G	Reports	<u>Celebrating the Work Achieved</u> -Gather Together -Co-ordinate tasks and assignments for the coming week
	Send-out	<u>Dismissing the Meeting</u> -Share an anticipated "Miracle" for the coming week -Sing a closing song