

TOWN  
7/6  
MEETING

The Institute of Cultural Affairs (ICA) is a program of community development in the American South. The ICA is a voluntary organization which provides technical assistance and training to local community leaders. The ICA staff and consultants in 17 American states work with local sponsoring groups to conduct programs, seminars, and workshops. Training and technical assistance are provided for local community leaders. Contact the ICA.

THE INSTITUTE OF CULTURAL AFFAIRS  
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the  
COORDINATOR

**Town Meeting '76 is a program of community involvement developed for the American people by the Institute of Cultural Affairs. The ICA is a not-for-profit research, training and demonstration group concerned with the human factor in world development. Town Meeting '76 is offered under local sponsorship by a nationwide volunteer staff of specially trained community leaders. The ICA staff and consultants in 47 American cities work with local sponsoring groups to coordinate program development and provide resources, training and followup services upon request. For further information, contact the ICA,**

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**THE TOWN MEETING  
TIME DESIGN**

6:00

Orientation  
Dinner-

Training  
And  
Set-Up

8:00

Final Set-Up

9:00

THE WELCOMING

10:00

*THE NEW WORLD TALK*

10:30

THE PRESENT CHALLENGES WORKSHOP

12:30

THE INTERLUDE

1:30

*THE NEW HUMAN TALK*

2:00

THE PRACTICAL PROPOSALS WORKSHOP

4:00

THE PLENARY

4:45

THE DOCUMENT PRESENTATION

5:00

Clean-Up Reset

8:00

Saturday  
Celebration

Evaluative  
Conversation

## MANUAL CONTEXT

The Seven Week Set-up Phase is an integral part of the town Meeting program. This manual is a compilation of tested methods designed to motivate people and to work at the task comprehensively, while allowing creativity to manifest itself. These methods may seem different from those used by other groups, but they have proven successful in setting up over 500 other Town Meetings.

### THE TEAM

A key factor in the method is flexible teamwork. Rather than each team assigned to specific tasks for the duration of the set-up phase, all teams will be available to do *any* of the tasks at any time during the seven weeks. This provides a built in capacity to deal with new factors as they emerge in the weekly meeting.

### ACCOUNTING FOR TASKS

At each meeting the group comes to terms with the actual, present status of the task of setting up the Town Meeting. People do not get jobs done, for a variety of reasons! It usually isn't helpful to ask why or why not. Helpful questions are those which take the present situation, whatever it is, and ask about the future in terms of *how, when, and by whom!*

### THE METHOD

The methods in the handbook are basically the same as those of the Town Meeting. First, issues and challenges are identified, and then proposals are created to deal with them. The celebrational aspect is found in the midst of every meeting. There are short readings, conversations on specific subjects, and, probably most important, singing.

Many people around the world are holding Town Meetings under different names and in different languages, building a new future for their communities. They are using these same methods and formats which provide an opportunity for clear evaluation in the future.

## THE USE OF THIS MANUAL

The common format for each weekly meeting is carefully designed to allow for effective planning and action. Each part of the agenda plays an important role in providing for a motivating and enriching experience. Following are suggestions to enable imaginative leadership.

### THE READING

The reading allows the group to experience basic human community beneath the activity of Town Meeting. Invite them to relax and just listen. Read the selection. You might ask, "What words or phrases stick in your mind?" or "What picture came to mind?" Other times you may just let the reading stand alone.

### THE CONVERSATION

Conversations on selected topics related to the successful set-up of Town Meeting will enable a sense of unity in the group and a depth reflection on the common task.

1. Before leading the conversation, read it over and put the introduction into your own words.
2. Allow time for people to respond. Silence does not necessarily indicate that people are not thinking. It is sometimes helpful to ask the same question in different ways.
3. Allow for stories to come from a few people. The entire conversation should not last for more than 10 minutes.

### THE SONG INTRODUCTION

The experience of singing transforms a collection of individuals into a body of people who sense their power in a new way. Many of us are afraid to sing outside of the shower, so help it be fun.

1. Sing a song 2 or 3 times in order to become familiar with it.
2. Sing a variety of songs, not just favorites.
3. Ask small groups to sing particular songs.
4. Have women sing one verse, men another, youth another, elders another, etc.
5. At times ask questions about the song after singing: for example, "Which line in the song stands out for you?" or "What images came to mind while you were singing?"

### THE WORK FOCUS

The workshop is designed to elicit the wisdom of individuals in the group and to pull that together in building a common plan. Becoming familiar with the flow of questions and the necessary materials ahead of time will enable the coordinator to know where he is leading the group and will result in the creation of clear and effective plans.

Brainstorming is the activity which collects the raw data. You may want to ask questions two or three different ways to draw a full response. Let all responses be heard and recorded before the group. Avoid discussion and argument until after all the ideas are out. Then select the best ideas and create the specific plans, assigning every task and every person to a task force for implementation.

### THIS WEEK'S TASK

A suggested list is printed for each week. Add tasks as needed. Answer the questions of what, who, where and when in relation to each task, or it will not happen.

### THE CLOSING

Read the quote by phrases, having the group repeat it after you. This allows for reflection on the meaning of the task and a sense of unity as people leave to do their tasks.

## READING OF THE WEEK

### 'TRUE JOY'

This is the true joy in life, the being used for a purpose by yourself as a mighty one; the being thoroughly worn out before you are thrown on the scrap heap; the being a force of Nature instead of a feverish selfish little clod of ailments and grievances complaining that the world will not devote itself to making you happy.

—George Bernard Shaw  
"Man and Superman"

## REFLECTIVE CONVERSATION CORPORATE WINNING

You've known people who seem to go through life pulling off one great happening after another—some of us call them winners.

—Who do you think of when you talk about a winner?

—What qualities make a person a winner?

—When have you experienced yourself as really pulling off something great?

—When have you felt that you had lost and later found out that you had 'lost the battle' but 'won the war'?

## SONG INTRODUCTION

### POWER OF SINGING

In singing, we are a nation of listeners rather than participants. You may enjoy singing, but are not good at it, thus are reluctant to sing in a group. It is not the quality of the voice that is important but it is the power of people singing together.

**THIS LAND IS YOUR LAND** is a song that is easy to sing because it is a simple melody and is a good song. Let's sing it!

## WORK FOCUS

Town Meeting planning will focus on various elements and groupings in the community discovering what is required for broad support.

*Refer to Appendix page 2 Attendance Tracking Chart. BUILD A WALL CHART OF THIS FORM BEFORE MEETING'*

--Complete chart according to instructions.

—After completing chart, build the story.

—Looking ahead . . . what are your hopes and dreams for our community?

—What have been some of the issues we've faced over the past five years?

—What are the present issues?—What have been the blocks to dealing with these issues?

—If we are going to get 200 people together, what's the purpose? (Get a good list on board.)

—Condense list to 5-6 overall images and title them. This becomes a chart that can be used on the wall at every meeting to remind people what they are doing.

—What role would Town Meeting play in this?



## 'HISTORY CREATOR'

## READING OF THE WEEK

As soon as you were born, a new possibility was born with you, a free heart-beat stormed through your race. Whether you would or not you brought a new rythm, a new desire, a new idea, a fresh sorrow. Whether you would or not you enriched your ancestral body. Where are you going? How shall you confront life and death, virtue and fear? All the race takes refuge in your breast; you have a great responsibility. You do not govern now only your own small, insignificant existence. You are a throw of the dice on which for a moment, the entire fate of your race is gambled. Every thing you do reverberates through-out a thousand destinies. As you walk, you cut open and create that river bed into which the stream of your descendants shall enter and flow.'

Nikos Kazantzakis

## REFLECTIVE CONVERSATION

### TEAMWORK

The team is key to doing the task of any great hpapening. We want to reflect for a few minutes on that importance.

- What are some good examples of teamwork that you have seen?
- When have you been impressed by seeing or being a member of a working team?
- Why do you think teamwork was the key to the happening?
- How would you talk about the significance of Teamwork?

## SONG INTRODUCTION

### SONG PARTICIPATION

Groups that work together often sing together -armies on the march, work gangs, organizations- Songs like 'I've been Working on the Railroad' are widely known and very easy to sing. Let's try it!

## WORK FOCUS

### REVIEW LAST WEEK'S "THIS WEEK'S TASKS" (Make new decisions about undone tasks.)

We will be planning the publicity campaign which will saturate the community with news of a great event. This does not take the place of personal recruitment but sets up an air of expectancy.

*LIST ALL DATA ON BLACKBOARD OR BUTCHER PAPER.*

- What have been some of the great events in our community in the past two years? Others in our past?
- What were ways they were publicized?
- How did you find out about the last event you participated in?  
... What captured your imagination?
- What are ways we could promote the Town Meeting program?  
... What are some bold, creative and imaginative ideas?
- Which of these would be the most effective?
- What ones haven't been used?
- What do you think would capture the imagination of our community?
- What are the three or four that we need to use?
- What are specific products we want?(e.g., stationery, brochures, posters, parade, billboards, etc.)
- What can help us provide expertise, goods and services? LIST NAMES.





## 'I HAVE A DREAM'

## READING OF THE WEEK

Thank God for John whom many centuries ago, lifted his vision to high heaven and there saw the new Jerusalem in all of its magnificence, 'I have a dream that one day every valley shall be exalted, every hill and mountain shall be made low. The rough places will be made plain, and the crooked places will be made straight.' With this faith we will be able to hew out of the mountain of despair a stone of hope. With this faith we will be able to work together, knowing we will be free one day. When we allow freedom to ring from every city, from every hamlet, from every state, we will be able to speed up that day when all of God's children, black men and white men, Jews and Gentiles, Protestants and Catholics will be able to join hands and sing. . . 'We are free at last.'

Martin Luther King, Jr.

## REFLECTIVE CONVERSATION

### ADVENTURE

A sense of adventure has always been a part of people's make-up. In it is always an implied risk of some sort.

—Where have you had what you would call an adventure?—Tell us about it.

—Who are some adventurous people?

—What are some other words you would substitute for adventurous?

—What are some of the elements of or qualities of being adventurous?

## SONG INTRODUCTION

### SINGING

Many songs are created after people work and struggle together. In the Town Meeting we will write a song for our own community. Putting our experiences, struggles and vision to music. Let's sing a couple of songs that have been created in other Town Meetings.

*Pick two songs to sing from Workbook or Appendix.*

## WORK FOCUS

### REVIEW LAST WEEK'S "THIS WEEK'S TASKS". (Make new decisions about undone tasks.)

We will discern the practical tasks which must be accomplished to bring about a great Town Meeting. We will look at the tasks, available resources, and decide the responsibilities for these tasks for our first sponsor Committee meeting next week.

*Appendix page 13 through 18 will be helpful for some tasks. PUT ALL DATA ON BOARD OR BUTCHER PAPER'*

—What have been some large events, meetings or conventions you have helped plan or worked on?

—What are the practical details you had to get done?

—What were the various arenas of tasks that were necessary to bring it off?

—Now, what is not on your list?

*Look at all tasks and list them under related groupings.*

—If each of these groups could be taken as single types of tasks what would you name the task group?

—How many people do we need to do each of these?

—Who needs to be in "this" task group?

—Who needs to be in charge.?



## READING OF THE WEEK

### 'I CAN'T BELIEVE'

'I can't believe,' said Alice. . . 'Can't you? the Queen said in a pitying tone. . . 'Try again: draw a long breath and shut your eyes.' . . . Alice laughed. 'There's no use trying,' she said: 'One can't believe impossible things.' . . . 'I daresay you haven't had much practice,' said the Queen. . . 'When I was your age, I always did it for half an hour a day. Why, sometimes I've believed as many as six impossible things before breakfast.'

Lewis Carroll

## REFLECTIVE CONVERSATION

### CLAIMING SPACE

The arrangement of meeting space determines our relationship to the meeting itself. If the space is arranged intentionally, people are aware of something serious going on; if unintentionally-people take it unseriously.

—Where have you been impacted by the set-up of a meeting?

—What was it about the use of space that made it different?

—What is the function of decor in a meeting room, e.g., charts, flowers, pictures, logos, etc.

—How could we create our own space?

## SONG INTRODUCTION

In singing, we are a nation of listeners rather than participants. You may enjoy singing, but are not good at it, thus are reluctant to sing in a group. It is not the quality of the voice that is important but it is the power of people singing together.

**THIS LAND IS YOUR LAND** is a song that is easy to sing because it is a simple melody and is a good song. Let's sing it!

## WORK FOCUS

### REVIEW LAST WEEK'S "THIS WEEK'S TASKS". (Make new decisions about undone tasks.)

The Sponsorship group has had a feeling for Town Meeting through the presentation, etc. Now it is necessary to build a story they can use in recruitment

—What are some things you remember of the Town Meeting Presentation?

—Where did you experience excitement about the day?

### *DO WORKSHOP FROM WEEK -7 ON BUILDING THEIR STORY.*

—What are some groups? Everyone list 3-5 groups that need to hear about Town Meeting.

Then everyone list 10-15 individuals you will get to Town Meeting (friends, relatives, co-workers.)

Get all names of individual and groups on chart so you can see progress from week to week.

Assign task teams as needed to work through other details of the Town Meeting event.

*Appendix pages 13 through 18.*



## READING OF THE WEEK

### 'THE WAY CHOSE YOU

'Tired . . . And lonely . . . So tired . . . The heart aches . . . Down the rocks . . . The fingers are numb . . . The knees tremble . . . It is now . . . Now, that you must not give in . . . 'On the paths of the others . . . Are resting places . . . Places in the sun . . . Where they can meet . . . But this . . . Is your path . . . And it is now . . . Now, that you must not fail. 'Weep . . . If you can . . . Weep, . . . But do not complain . . . The way chose you . . . And you must be thankful.'

Dag Hammarskjöld

## REFLECTIVE CONVERSATION

### SINGING

Group singing today has lost its function. In the past singing has been used to inform people as to who they were as a group, community or nation.

-What are some songs that have served this practical purpose?

-What did songs do to the people that were singing them?

-Where have you enjoyed singing in a group?

-What was going on that allowed you to enjoy singing at those times?

## SONG INTRODUCTION

Something happens to singing when you change the image of the song. For example, take a typical love song and imagine singing it to your community or nation and it becomes a new song.

Let's sing *I DON'T KNOW WHY* to our community.

### SING THE SONG

What line struck you? What images did you see?

## WORK FOCUS

### REVIEW LAST WEEK'S "THIS WEEK'S TASKS" (Make new decisions about undone tasks.)

Specific reports from each task team will point to the challenges for the coming week.

#### FORMAT FOR REPORTS BY EACH TEAM REPRESENTATIVE:

-What was accomplished last week?

-What didn't get done?

-What breakthroughs or new insights did you have?

-What are the challenges for next week in this arena?

-DOES ANYONE HAVE HELPFUL HINTS FOR THIS TEAM?

#### CHECK THE "THIS WEEKS TASKS" FOR SPECIFIC ARENAS

#### PROPOSALS

#### Creating Proposals:

Send out the teams to create the necessary proposals for the coming week. Record the actions required and the persons assigned to do each action (person/team) on checklist on the next page.

#### Reporting Proposals:

With the whole group back together, each team reports its proposals for the coming week.

-Are there other challenges which face the sponsors' Committee as a whole?

-What needs to be the focus for the whole committee this week?



## READING OF THE WEEK

### 'AIM IS VICTORY'

I have nothing to offer but blood, toil, tears, and sweat. We have before us many, many long months of struggle and of suffering. You ask, what is our policy? I will say: It is to wage war by sea, land, and air, with all our might and with all the strength that God can give us; to wage war against a monstrous tyranny never surpassed in the dark, lamentable catalogue of human crime. That is our policy. You ask, what is our aim? I can answer in one word: it is victory, victory at all costs, victory in spite of all terror, victory however long and hard the road may be.

Winston Churchill

## REFLECTIVE CONVERSATION

### CELEBRATION

Town Meetings are a celebration event. Memorable celebrations seem to be difficult to do today, partly because we have lost the sense of what celebration is for.

—Tell us about a memorable celebration you have participated in?

—What made them memorable?

—What are some of the elements that make for great celebration?

## SONG INTRODUCTION

Recall songs from the group out of the past that have had some meaning.

—What songs did you sing when you were young?

—What was your favorite camp song?

—What are oldies but goodies that you find yourself singing?

Get a group to sing a couple of these songs — Have fun with them!

## WORK FOCUS

**REVIEW LAST WEEK'S "THIS WEEK'S TASKS".**  
(Make new decisions about undone tasks.)

Specific reports from each task team will point to the challenges for the coming week.

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—Does anyone have helpful hints for this team?

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—Are there other challenges which face the sponsors' Committee as a whole?

—What needs to be the focus for the whole committee this week?

—Who do you hope to see at the Town Meeting that is not registered?

—What needs to be done to insure their participation?





## READING OF THE WEEK

### 'NOTHING TO FEAR'

'So first of all, let me assert my firm belief that the only thing we have to fear is fear itself — nameless, unreasoning, unjustified terror which paralyzes needed efforts to convert retreat into advance. We do not distrust the future. The people (of the United States) have not failed. In their need they have . . . asked for discipline and direction under leadership. They have made me the present instrument of their wishes. In the spirit of the gift I take it.'

Frank D. Roosevelt

## REFLECTIVE CONVERSATION

### Motivty

When people are motivated they can accomplish what seems to be the impossible.

—Where have you seen someone motivated? —What were they doing?

—Where have you been motivated to get something done?

—What are elements of motivation?

—What are some things that have motivated you over the past several weeks to get this task done?

## SONG INTRODUCTION

I understand many have celebrated the victory before the battle to symbolize their decision to win. What song do we need to sing tonight to symbolize what we've accomplished and our decision to win in our community?

## WORK FOCUS

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## THE CIRCUS OF DR. LAO

## READING OF THE WEEK

This is the circus of Doctor Lao. We show you things that you don't know. We tell you of places you'll never go. We've searched the world both high and low — to capture the beasts for this marvelous show From mountains where maddened winds did blow — To islands where zephyrs breathed sweet and slow. Oh, we've spared no pains and we've spared no dough. And we've dug at the secrets of long ago; And we've raised in heaven and plunged Below, For we want to make it one hell of a show. And the things you'll see if your brains will glow — Low past the time when the winter snow — Has frozen the summer's fur below — For this is the circus of Doctor Lao — And Youth may come and age may go — But no more circuses like this show!

### REFLECTIVE CONVERSATION

#### Reflection on the Journey

There is a magic about the circus. It's set up the tent everybody comes — they go home and there are always the elephants to be dealt with.

—When was the first time you went to a circus? Last time?

—What do you remember?

—What do you suppose it takes to put on a circus?

—What's involved in taking down the circus and moving on to the next community? Total expenditure of that kind just says that creating magic and dealing with the residue are simply what it means to be alive.

### SONG INTRODUCTION

Let's sing the song we wrote in our Town Meeting!

What lines are 'right on'?

### WORK FOCUS

The purpose of this meeting is to evaluate our time together over the past seven weeks and to wind up any last details in regards to the Town Meeting.

—What do you remember from the past 7 weeks?

—What were some humorous happenings?

—What have you heard people say about the Town Meeting?

—What was the most exciting part of this project for you?

—What is the significance of this whole event?

—Let's go over the check list from the last two weeks and make sure that we have cared for everything. What have we left undone? Everything get returned? Any outstanding bills? (Go over the check list on the next page.)

—New week we will come together to look at the proposals in the Town Meeting Document and see what could come from them. Knowing what we know, what do you see as possibilities?

—In looking at the future through our Town Meeting document who else needs to be at next weeks meeting?

**MAKE ASSIGNMENTS TO CALL THOSE PEOPLE.**





**'NOTHING TO FEAR'  
THE QUESTION**

I don't know Who — or what — put the question, I don't know when it was put. I don't even remember answering. But at some moment I did answer Yes to Someone — or Something — and from that hour I was certain that existence is meaningful and that, therefore, my life, in self surrender, had a goal.

—Dag Hammarskjöld

**REFLECTIVE CONVERSATION**

**Global Community Forum**

Town Meetings and Global Community Forums are being held across the nation and around the globe in all kinds of communities, under different names and in different languages.

--Why is it important that something like this go on around the world?

--What role does the Town Meeting have in a community?

--Is there a particular community that you would like to see have a Town Meeting?

**SONG INTRODUCTION**

Where have you thought it would be good for our Town Meeting song to be used in our community life?

Let's sing it again, and then think about that question some more.

Where would we use it?

What other song that we have sung together would you like to sing?

**WORK FOCUS**

**REVIEW LAST WEEK'S "THIS WEEK'S TASKS".  
(Make new decisions about undone tasks.)**

The purpose of this workshop/conversation is to look at the results of the Town Meeting document and make decisions regarding their implementation.

*(Pass out documents to those who do not have a copy. Have everyone re-read the proposals, making any notes that come to mind as they go over the document.)*

Some questions that have been helpful in looking over these documents:

1. Which proposals do you remember? Why?
2. Which ones seemed to be most on target?
3. Which one excited you the most?
4. Which would be easiest to accomplish?

...Now look at the proposals again. Which ones are doable? *(List these on the board)*

...Which of the proposals could be combined into one?

...Individually prioritize by number 1,2,3.. the ones you believe to be the most important to get accomplished. *Put everyone's decision on the board by that proposal and decide the group's priorities.*

...Now decide how these proposals could be enacted. Maybe some organization is already doing something like that. Who or what group could take it on as a project or does a specific group need to be created?

Make any necessary assignments to accomplish what you have set out to do.

If necessary decide the next time you need to get together and what you will do.



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## THE COORDINATOR(S)

The Town Meeting has been a turning point for many communities. Thus the role of the Coordinator is a key one and bears a great deal of responsibility. The Coordinator chairs the Steering Committee meetings and acts a liason between the Committe and the ICA Consultant. The key to having the Town Meeting become a great happening for the community is making each Steering Committee meeting a real event for those who attend. This manual is designed to aid in that happening.

## THE STEERING COMMITTEE

A group of 5 to 10 people that have decided to take on the overall responsibility of pulling off a significant event in the community become the Steering Committee. They will serve as team leaders and organize and manage the various aspects of setting up the Town Meeting and recruiting a broad cross section of the community.

## THE SPONSORSHIP COMMITTEE

The Sponsorship Committee is a group of 20 to 30 people whose primary responsibility is to recruit people to attend the Town Meeting day. In addition, they will take on various practical tasks that will enable the day to become an event long remembered by the community.

## THE ICA CONSULTANTS

The ICA Consultants are a key resource for the Committee. The Consultants have had a great deal of experience in enabling any aspect of the set-up phase and are available for consultation on details when needed. The Consultants will meet with the Committee from time to time to share any insights they may have that will enable the task.

## ATTENDANCE TRACKING CHART

### WORKSHOP

1. Brainstorm various types of community groups that show up in your community, i.e. service clubs, religious agencies, youth, elders, etc.
2. Under each group list *specific* addresses, phone numbers. Go to the telephone directory to get the job done.
4. Put an \* beside key groups and people.
5. Make assignments of recruiters to each of the potential sponsors.

### SPONSORS CAN:

1. Guarantee a specific number of registrations from within their organization.
2. Conduct neighborhood registration drives.
3. Designate members to serve on the Steering Committee and associated teams.
4. Assume financial co-sponsorship.
5. Publicly go on record as supporting the Town Meeting by writing letters, speaking, etc.
6. Accept responsibility for one or more of the practical tasks of setting up the Town Meeting.

**BUILD A LARGE WALL CHART TO BE PUT UP AT EVERY MEETING**

ORGANIZATION NAME	PRESIDENT Name Address Phone	KEY CONTACT Name Address Phone	PROMOTION MATERIALS SENT	BROCHURE and Registration DELIVERED	WEEKLY REGISTRATION				"RECRUITER" Name Address Phone	REGISTRATION QUOTA FROM ORGANIZATION	GOODS SERVICES, MONEY TO ASK FOR
					-4	-3	-2	-1			

## TOWN MEETING '76

### 1. Program Description.

Town Meeting '76 is a nationwide program of local community meetings involving 200 to 400 persons of all ages and backgrounds. Those gathered spend the day using innovative problem-solving methods to decide the issues and underlying challenges facing their community and proposing practical solutions for them. By the end of the day, they have produced a 20 to 50 page document detailing the day's effort.

### 2. Purpose of the Program.

Town Meeting '76, in the broadest sense, is designed to create a new social means of allowing local citizens to effectively participate in the decision-making processes of their communities. It also seeks to spur individuals to responsible action and to foster good government by affirming the citizen's role in civic affairs. The participant leaves the Town Meeting with the sense that what he thinks, says and does not only matters but indeed determines the future.

### 3. The Sponsoring Organization.

The Institute of Cultural Affairs, a research, training and community development group, created the Town Meeting '76 program. The organization is chartered as a not-for-profit corporation in the State of Illinois with offices in 47 U.S. cities. Its programs are funded by corporations, foundations, and individual citizens. Government grants are obtained for special projects, such as housing, health and pre-school. The Arthur Anderson Company serves as auditors for the ICA. The organization has worked for 12 years in community development in the United States and abroad. The pilot project for this work is the 5th City project on Chicago's West Side.

### 4. The Operation of ICA.

ICA's extensive research into effective methods of tactical planning, corporate operation and human motivation led to the initial testing of the Town Meeting format in 1974. Currently, the ICA projects a total of 5,000 Town Meetings held by the end of July, 1977. The objective is to involve one per cent of the nation's adult population in the program by that date. Five hundred Town Meetings involving close to 100,000 participants had been held by June 30, 1976. In practically every community which has held a Town Meeting, participants recommend annual or bi-annual Town Meetings for the community. Many communities are already planning their third annual Town Meeting for the next year.

### 5. The Initial Response.

The response to the first 500 Town Meetings indicates that the program strikes at the roots of the nation's felt needs. Enthusiastic letters from mayors, city councilmen, congressional leaders, corporate executives and other excited citizens affirm the benefits derived from the day. The press has responded with broad coverage of the programs. Most of the programs receive television coverage. City councils, service organizations and interested individuals have adopted Town Meeting proposals for their working agendas. Frequently, groups continue to meet to refine the proposals drafted during the Town Meetings, and begin implementing them.

### 6. The Local Sponsors

Service clubs, civic associations, corporate branch offices, Chambers of Commerce, Bicentennial commissions and other groups serve as sponsors for the Town Meetings. They form a steering committee with broad organizational representation to make practical arrangements for food, facilities, financing, set-up, supplies, entertainment and hosting. The Jaycees, for one, have adopted the program as a national project and are assisting with the set-up of the program through their local clubs.

## 7. The Leadership Team.

Local sponsors and the ICA jointly staff the Town Meetings. ICA trains four or more local workshop leaders for each Town Meeting, holding these training sessions well in advance of the meeting date. The ICA assigns two staff members to each Town Meeting to coordinate all aspects of the program. Local sponsors provide a master of ceremonies, coordinator of arrangements and a volunteer staff to handle the typing and printing of the document, food service, child care, etc.

## 8. The Program Cost.

The local budget for one Town Meeting is approximately \$1,000 for an attendance of 200 people. This amount covers the cost of the buffet lunch, program materials, ICA staff travel and basic decor. The expenses are the responsibility of the steering committee and are usually obtained from small contributions from local merchants (over 2,000 participating merchants to date). The steering committee handles these funds, and reimburses the Institute for materials and staff travel.

## 9. National Promotion Budget.

The ICA is responsible for the national promotion of the program. Exxon, American Standard, Continental Can, McDonalds Corporation, the Cleveland Foundation were among the first to make financial contributions to the program. Another twenty companies are seriously considering giving financial support while others have participated with contributions in kind. Addressograph—Multigraph Corporation has put about \$50,000 in the program. Workbook design and production work by the advertising firm of Abelson and Frankel is estimated at \$50,000.

## 10. Benefits to Sponsoring Corporations.

In addition to the obvious benefits derived from a company's participation in a program acknowledged to be of major consequence, sponsoring corporations can particularly benefit from:

— the opportunity to involve employees in a public affairs program designed to stimulate participation in local governmental issues. Town Meeting '76 provides a format which encourages employees to speak out on social issues, and to tell the business viewpoint to other citizens, thus helping to inform the public of the crucial issues facing the economic community.

— using the Town Meeting documents to see exactly what is of major concern or of potential crisis to citizens in communities where the corporation is located, and where its employees live. In line with this, the ICA is prepared to concentrate on setting up Town Meetings in communities where a company could most benefit from the meeting's results.

— acknowledgement of the company's financial participation in coming editions of the Town Meeting participant's workbook, as well as within the locally created documents themselves.

## 11. Invitation to Support.

You are invited to join a growing number of corporations and citizens who are convinced that Town Meeting '76 is answering an urgent need for citizens to participate in grassroots democracy. In the future, the meetings may well become the program which will renew the nation's hope in the government of, by, and for the people, thus reinforcing the free enterprise system. For that reason, ICA invites your participation in the program.



# FINANCIAL SUGGESTIONS

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, experience has shown that for participants to pay an admission fee or to make a nominal donation helps to create a more successful program.

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

<input type="radio"/>	BUDGET
	FACILITIES \$
	PRINTING
<input type="radio"/>	MATERIALS
	FOOD
	ENTERTAINMENT
<input type="radio"/>	\$

The actual budget for a Town Meeting is set by the Steering Committee and should not require more than \$100 from any one sponsoring organization. To be included in the budget is the ICA fee of \$600 which is approximately one half of the total cost which covers such items as cost of staff travel and training, participants materials, basic decor and local consultation. In addition, monies need to be budgeted for any food, promotional pieces and facilities that will not be donated by local businesses and organizations.

## 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.
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 signators from the committee.
4. Designate a local address for billings
5. Clear up all accounts within 30 days after the Town Meeting.



# IMPERIAL VALLEY

"The future of our cities is neither something which will just happen nor something which will be imposed upon us by an inevitable destiny. That future will be shaped to an important degree by choices we make now."

Report of the  
National Advisory Commission  
on Civil Disorders - 1968

As the 1976 American Bicentennial Anniversary approaches, this community will participate in an historic TOWN MEETING '76, day of planning and celebration, that will reflect on our country's heritage and how it relates to our community and our future today.

DATE: Saturday, April 24, 1976  
TIME: 9:00 a.m. - 5:00 p.m.  
PLACE: Imperial Valley College  
FEE: \$2.00 (Senior Citizens \$1.00)

Registrations should be mailed to:

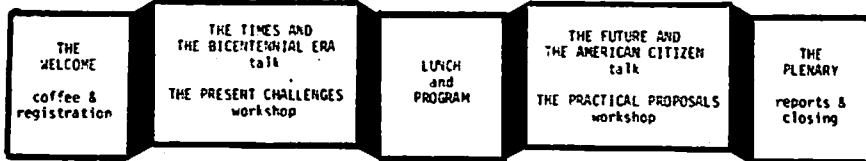
Town Meeting  
Student Life Office  
Imperial Valley College  
PO Box 158  
Imperial, CA 92251

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE \_\_\_\_\_  
ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
NUMBER OF PARTICIPANTS \_\_\_\_\_

# YOU'RE INVITED TO TOWN 7/6 MEETING

Local People Dealing  
With the Issues in Full  
Participation With A Vital  
Grassroots Voice!

# IMPERIAL VALLEY



## THE PROGRAM

Town Meeting '76 is a one-day community happening which provides an opportunity for a thorough discussion of the challenges facing the nation and its local communities, as well as a method for making specific proposals for future directions.

## THE VALUE

Town Meeting introduces participants to innovative, well-tested methods of problem-solving, team work and motivation presently being used by numerous major corporations around the world.

## THE RESULTS

The Town Meeting demonstrates to the participants that they can make a difference by their involvement in civic affairs. At the end of a full day of hard work in a festive atmosphere during which they produce a document of proposals, they are ready to continue the process. At the discretion of the local sponsors, additional meetings may be held to develop strategies for constructive action.

## CELEBRATING the BICENTENNIAL with a 20th CENTURY TOWN MEETING

People in neighborhoods across our nation are beginning to rediscover what it means to be a part of a real community. They are celebrating together, undertaking community-wide projects and uniting on issues of common concern. This emerging sense of community is a sign of something new in our time.

Town Meeting '76 is local people gathering to explore the meaning of this new sign and its importance for the future of our cities-- your city-- in particular.

The event is a town meeting - 20th Century style. People will be looking seriously at those events which have brought this new sense of community into life. They will be experimenting with exciting new ways of giving energy to local communities. Town Meeting '76 promises to be a great happening - won't you be there?



## TOWN MEETINGS are PART of our HERITAGE !!!

We hold this annual celebration to remind ourselves of all the good done in the process of time, of how it was done and who did it and how we are historically connected with it. And we go from these meetings in better humor with ourselves - we feel more attached to the one to the other and more firmly bound to the country we inhabit."

Abraham Lincoln



## SUGGESTIONS FOR WEEKLY P.R. EVENTS

### WEEK 7

**Media:** Newspapers, radio, TV.

**Event:** First Sponsors Committee Meeting

**Purpose:** Announce setting of Town Meeting date. Give materials to all newspapers and media at same time.

### WEEK 7

### WEEK 6

**Media:** Varied

**Purpose:** Create awareness for Town Meeting and gain establishment support.

### WEEK 5

**Media:** Varied

**Purpose:** Create awareness for Town Meeting and gain broad support.

### WEEK 4

**Media:** Newspapers, radio, billboards, varied

**Event:** Sponsor Committee Meeting. Announce date and location.

**Purpose:** Use photos. Cross section of community; all types of people involved. Specifics. Invite the public to Town Meeting. Create awareness. Seek registrations.

### WEEK 3

**Media:** Newspapers, radio, billboards, varied

**Event:** Mayor's Proclamation. Open invitation.

**Purpose:** Stamp of affirmation. Generate community excitement.

### WEEK 2

**Media:** All media

**Event:** Sponsors involved, child care available, attractions Talk Show, Community Calendar, etc. Interviews of Steering and Sponsors Committee.

**Purpose:** Create excitement. Town Meeting is for everyone. Town Meeting is a locally sponsored event.

### WEEK 1

**Media:** All media

**Purpose:** Generate excitement, commitment to come.

### TOWN MEETING

**Media:** All media

**Event:** Live coverage of the Town Meeting. Interviews.

**Purpose:** Capture the happening. Excitement in the community.

### WEEK +1

**Media:** Newspapers

**Event:** Town Meeting proposals, song, symbol, story.

**Purpose:** Hope and determination. Announce further meetings.



## SELECTION OF MASTER OF CEREMONIES AND WORKSHOP LEADERS

### MASTER OF CEREMONIES

The M.C. plays a unique and vital role throughout the Town Meeting day. The M.C. sets the mood and pace for the day, welcomes and introduces participants, dignitaries and guests, leads the singing, and links the various sessions together in a smooth flow of events.

Best suited for the role is a locally known resident who will convey an air of festivity and celebration to the day.

Experience with the Steering Committee and attendance at the Workshop Leaders training session are both good preparation for the M. C. He is a part of the local staff for the Town Meeting day, and thus attends the Friday night orientation and the Saturday evening celebration and evaluation.

### WORKSHOP LEADERS

A major portion of the Town Meeting day is spent in workshops. It is important that each workshop keep moving toward actual creation of the challenges and proposals, and that each session be an exciting experience for the participants. The workshop leader is the key to enabling this to happen.

The methods used in the workshop session have been carefully designed and thoroughly tested in more than 500 other Town Meetings in many diverse communities. When they are well executed, they will enable both creativity and corporate decision making and thus bring off each session. Therefore, it is crucial that each workshop leader receive adequate training in the use of the workshop methods. There will be three training sessions of approximately 3 hours each conducted by the ICA consultants. The first two sessions are held in the weeks prior to the Town Meeting day, and the third is held on Friday night before the Town Meeting. The third session is conducted by the Orchestrator and serves primarily as a briefing session to insure that all leaders are operating out of common understandings of the task. A prerequisite for leading a workshop is attendance at all three training sessions.

In selecting the workshop leaders, attention should be given to choosing persons who are comfortable

## FACILITIES

Any building regularly used for community functions is an appropriate site for Town Meetings since it will be well known and easily found. It is well to check before reserving it to make sure it will meet the space requirements of the program.

### SPACE REQUIREMENTS

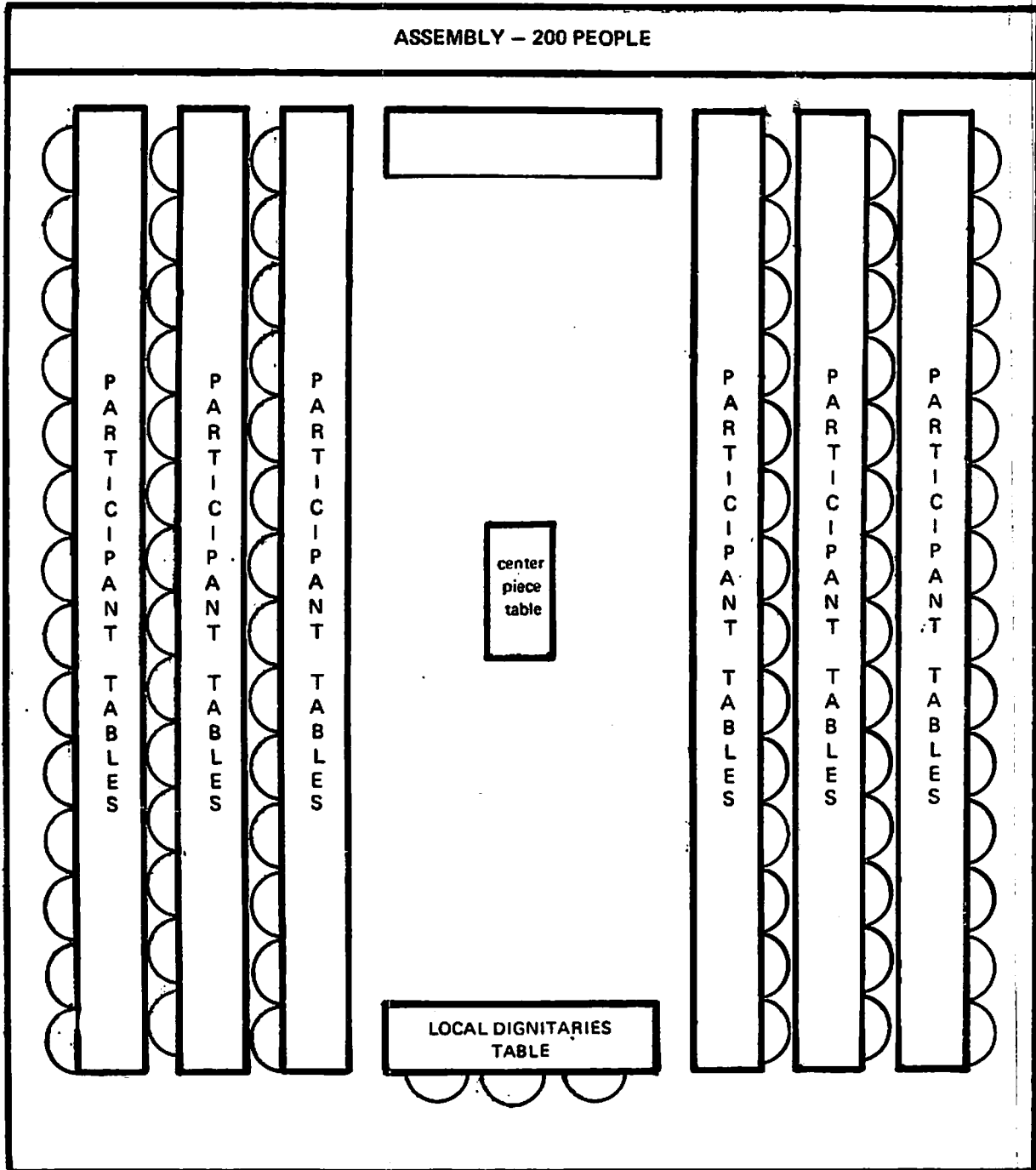
1. One room large enough to hold 200 or more comfortably.
2. Four areas for workshops adjacent to the large rooms and holding 50 or 100 people.
3. A kitchen and serving area that can handle coffee, snacks and lunch quickly and effectively.
4. Adequate toilet facilities.
5. Separate facility or an on-site area well apart from the meeting rooms for the children's programs.
6. Access to public transportation and parking facilities.

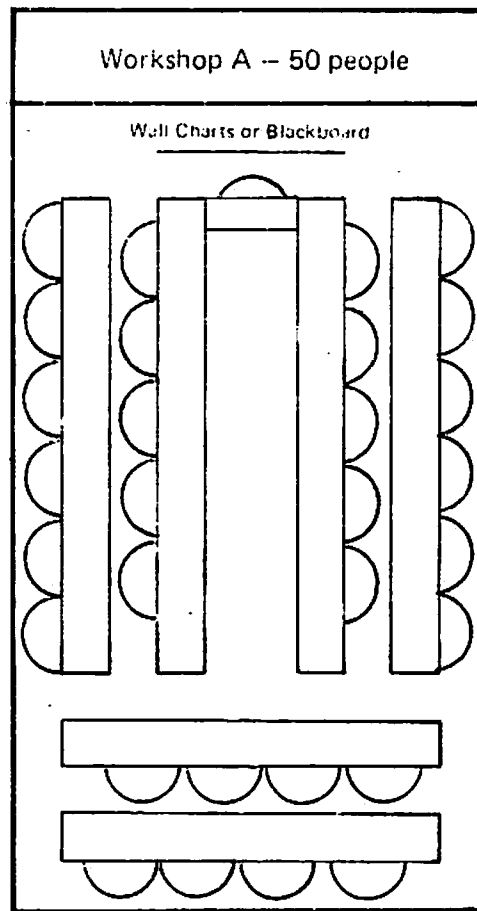
### GUIDELINES

1. Reserve the facility early.
2. Arrange to have access and permission to be in the facility the day before the Town Meeting in order to allow for adequate set-up time.
3. Check on any special fire or safety regulations.
4. Check carefully on smoking regulations and make any special arrangements.
5. It is often helpful to have a telephone available for public use.
6. A built-in public address system probably means that adequate sound is available; If there is none in the facility, arrangements should be made to obtain and test a portable system.
7. Be sure that decor can be fastened to the walls, and clear the preferred method.

# SETUP

ASSEMBLY – 200 PEOPLE





In consultation with the ICA staff, the teams set up all the spaces on Friday and re-set on Saturday.

1. Draw a plan of the facility's original space to enable correct reset.
2. Make space arrangements for parking, registration and production.
3. Check for ash trays and toilet supplies.
4. Keep the facilities neat all day.
5. Return equipment and supplies immediately after the Town Meeting if possible.
6. Restore facility to its original condition.
7. Remove decor carefully.

## DECOR

Decor is essential to the transformation of any facility into a lively environment for the Town Meeting. The amount, size and shape of the decor depends upon the facility. All of it should be attractive and colorful and in keeping with the mood of the Town Meeting.

## GUIDELINES

1. Reception areas, hallways, the main hall, and workshop areas should be decorated to impact participants all day.
2. 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 the Town Meeting.
3. The gathering of materials as well as the creation of items such as a large Town Meeting banner, wall decor 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.
4. Check with the local ICA office on materials to be supplied by them.

## MATERIALS TO BE PURCHASED OR DONATED

### *Wall decor*

copies of historical documents  
heritage prints  
photos of community  
maps of world, nation, state  
flags  
4 large rolls of masking tape  
6 small jars of rubber cement  
15 rolls of ½" black photographic tape

### *Table Centerpieces (5)*

table covers  
decorative objects  
Items significant for the local community

### *Banner*

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

### *Nametags*

## ENTERTAINMENT SUGGESTIONS

Live or recorded music gets the day off to a good start and can be used to signal the start of the interlude and the closing plenary. The noontime interlude is a time of celebration with local talent providing a program of not more than 30 minutes.

### Some Types of Entertainment Used at Town Meetings

Elders Choirs	Folk Singers	Rock Bands
Jazz Combos	Barbershop Quartets	Dramatic Readings
Gospel Singers	Accordion Bands	Dramatic Skits
Square Dancers	Soloists	Pianists
High School Bands	Country & Western	Dance Groups

## ENTERTAINMENT GUIDELINES

1. Appoint one person to coordinate the entertainment
2. Select entertainment that is reliable and well-rehearsed.
3. Contact the entertainers early and confirm the date and time two or three weeks prior to the Town Meeting.
4. On first contact, explain their role in the day. Include that the noon interlude is very informal, with people eating and talking and that they should plan on no more than 30 minutes. Encourage them to participate in the whole day.
5. The M.C. will introduce the entertainment numbers during the interlude. When they arrive, check on the names of their selections to give to the M.C. If they plan more than 6 numbers, suspect that it may be long, and diplomatically remind them of the overall 30 minute time limit.
6. Be sure each group has necessary equipment for their act.
7. Set up and test all equipment on the day before the Town Meeting.
8. Check sound system and electrical supply the day before.
9. Select tapes or records to play during registration and after the closing, if live background music is not available.
10. Secure a tape recorder or record player and coordinate with the sound person.
11. Appoint someone to take charge of playing music, using the pre-planned selections.

# FOOD SUGGESTIONS

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. A plan to serve everyone within 10 minutes is necessary.

## IDEAS

Hamburgers  
Sandwiches  
Chicken  
Hot Dogs  
Pizza  
Barbecue  
Pot Luck  
Salads  
Fruit  
Chips  
Relishes  
Cookies  
Pies  
Cakes  
Pop  
Fruit drinks  
Ice Cream  
Coffee  
Iced Tea

## RECOMMENDATIONS

1. Every effort should be made to get all food and supplies donated, to keep costs minimal.
2. Create a list of supplies and needed items for use in preparation and procurement.
3. As much preparation as possible should be handled beforehand.
4. Facilities should be checked early to ensure all necessary equipment is on hand.
5. Dress up serving tables and eating areas with colored napkins, placemats, sheets, etc.
6. A coffee table may be maintained throughout the day.

## FOOD SUPPLIES

Coffee, tea  
Cold drinks  
Sugar, cream  
Doughnuts  
Sweet rolls  
Plates  
Hot cups  
Napkins  
Plastic spoons, forks  
Garbage bags  
Dish cloths  
Paper towels  
Hand soap  
Dishwashing supplies  
Serving dishes and utensils  
Coffee makers  
Condiment dispensers  
Placemats

8:00 a.m.	9:00 Morning Session	12:30 Interlude	1:30 Afternoon Session	5:00 p.m.
* Make coffee  Prepare to serve snack	Serve coffee and doughnuts  Clean up serving area  Prepare lunch	Serve lunch buffet style	Clean up serving area  Prepare and serve snacks  * Keep coffee pot going all day	Final clean up

## CHILDREN'S PROGRAM

The children's program can be a significant factor in enabling many parents to attend the Town Meeting. The elementary children are not only cared for, but they too have an experience of learning about their community and creating proposals for it.

### STAFF

Select staff who are enthusiastic about working with children. It is helpful if one or more have had practical experience.

### CURRICULUM

The ICA consultant can provide you with models for Children's Town Meetings that other communities have used. Have a planning session to lay out a plan for the day. Brainstorm possible activities and make selections. Create a time design for the activities and list materials needed. A trip through the community is suggested which will increase their awareness of the community.

### DECOR

Balloons, hats, streamers help to create an atmosphere of a special occasion.

### ENTERTAINMENT

Arrange for the entertainment for the Town Meeting to visit the children's program if possible.

### LUNCH

Make sure that the Town Meeting food committee arranges for food service for the children's program, including snacks. Create a festive mood during lunch.



## HOSTING COMMITTEE

The Hosting Committee registers the participants, receives dignitaries, greets and briefs reporters, and cares for all the needs of participants during the day.

1. Invite dignitaries such as the mayor, councilmen, state and national representatives.
2. The coordinator plans ahead for securing the hosts and registrars. Two hosts and four to six registrars are needed to handle registration for the 8:30 to 10:00 A.M. rush. One registrar should remain to register the late-comers and guide them to appropriate workshops.
3. Meet the ICA staff when they arrive and take them on a brief tour of the community. Arrange for the staff to meet with the coordinator to check plans for the coming day. Tour the Town Meeting facility to get a general feel after the space, acoustics, and layout of the building.
4. Welcome people at the door and show children to their location.

Letter the name tags consecutively with A, B, C, and D (the 4 workshops). This will automatically place members of the same family or group in different workshops, as well as equalize the size of the workshops.

6. Set up an attractive registration table, register participants on the forms provided, hand out workbooks and name tags.
7. Direct dignitaries and reporters to specific tables.

Materials: Registration forms and ball point pens or pencils; name tags and felt tip pens; participant's workbooks and any local materials; small bills and coins for change; materials for room labels.

TIME DESIGN FOR HOSTING					
Friday Morning	Friday Afternoon	Friday Night	Saturday Morning	Saturday Afternoon	Saturday Night
<p>Get estimate from attendance committee.</p> <p>List of distinguished guests.</p> <p>Have small bills and coins for making change at registration table.</p> <p>Letter name tags consecutively with A, B, C, D</p>	<p>Meet ICA staff.</p> <p>Give staff a tour of the community and the facility.</p> <p>Provide a place for staff to stay and eat.</p>	<p>Set up registration area.</p> <p>Divide name tags according to number of registrars, keeping A,B,C, and D consecutive within each group.</p> <p>Label all rooms</p> <p>Post directions where needed.</p> <p>Check bathrooms for supplies and rooms for ashtrays.</p>	<p>Register participants.</p> <p>Hand out workbooks.</p> <p>Greet dignitaries and participants.</p> <p>Register and refer reporters to the media liason.</p> <p>Care for participants and their space.</p> <p>Coordinate coffee and snacks with the food preparation team.</p>	<p>Register late-comers</p> <p>Continue to care for participants.</p> <p>Register and refer reporters to the media liason.</p> <p>Care for participants and their space.</p> <p>Coordinate coffee and snacks with food preparation team.</p>	<p>Attend Saturday night celebration and evaluation.</p>

## PRODUCTION PROCEDURES

1. Set up a production area somewhere near the meeting hall, preferably in a place visible to participants and easily accessible, but not distracting to plenary sessions or workshops.
2. Assign a production coordinator who will devote his full time during the day of the Town Meeting to producing the document.
3. An important aspect of the production task is the momentum and involvement of the production crew.. The crew should begin work at the beginning of the day by publishing those pages that can be printed up ahead of time. Then, the afternoon workload can be handled with few operational problems. The typing and printing of the proposals, story, song, slogan and drawing of the symbol are done as soon as each of these products is completed late in the afternoon workshop.
4. Check with the Coordinator to be sure scribes are assigned for each workshop. The scribe is responsible for getting the production forms in clearly written and labeled form to the production coordinator as soon as possible near the close of the morning and afternoon workshops.
5. It is best to arrange ahead of time for 4 typists who will be available for the whole day of 'deadline' style typing. Also, it would be helpful to have a proofreader to assure the accuracy of the finished document.
- 6 Check all production materials prior to the event. Be sure to do a 'dry run' of all machinery and electrical outlets. The printing equipment needs to be fully adjusted and primed with ink and required solutions well ahead of the afternoon sessions. Test run of typed stencils or master is also recommended.
7. An offset press provides the best means of reproduction of the document. The press and electrostatic masters need to be located at the site of the Town Meeting.
8. The document is given to participants at the end of the day, as a significant reminder of the event. Use the local symbol and slogan that are created in the afternoon workshops on the cover.
9. Contact your ICA consultant for a sample Town Meeting document.

MATERIALS (for 200)	DOCUMENT PAGES
4 rulers 4 staplers 4 electric typewriters (capable of typing stencils; same type face, if possible) extension cords, 3-way plugs 4 bottles white-out correction fluid 20 reams paper  If Mimeograph must be used: 3 lbs. ink (compatible with machine being used) 36 stencils 1 stencil stylus, medium point 4 bottle correction fluid 2 mimeograph machines (preferably with interchangeable stencils)	Cover with Symbols ..... Story ..... Song ..... Economic Challenges ..... Political Challenges ..... Cultural Challenges ..... Proposals for Economic Challenges ..... Proposals for Political Challenges ..... Proposals for Cultural Challenges ..... Participants ..... Acknowledgements ..... Contributor's Credits .....

# PRODUCTION TIMELINE

One of the results 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				
	MORNING	AFTERNOON	PLENARY		
Set up and test equipment Prepare stencils Check all equipment (The ICA staff will arrive with formats for the document pages.)	O P E N I N G	Type contributors page Type participants pages Type acknowledgement page	Type Challenges pages Finish the participants pages Collate Challenge pages Participant pages	Type and print: Symbol Story Song Proposals Collate document Staple document	C L E A N U P

PERSONNEL		
ROLE	TASK	TIME
Production Co-ordinator	Co-ordinates production Distributes workshop supplies Collects production forms	8:00-5:00
Typist A	Types majority of document and collates	10:00-5:00
Typist B	Types "Challenges," "Proposals," and collates	1:00-5:00
Typists C and D	Type "Proposals" and collate	4:00-5:00
Mimeo Oper. A	Prints majority of document and collates	1:00-5:00
Mimeo Oper. B	Prints "Proposals" pages and collates	4:00-5:00
Collators (3-6)	Partially collate document at 3:00 (Document should be ready for distribution at 4:30)	3:00-5:30

## MEDIA AT TOWN MEETINGS

### MEDIA LIASON

Designate one of the steering committee members to be the media liason. Name tags for the media should bear the name of the newspaper, radio or TV station they represent; As special guests, representatives of the media do not pay registration fees. A media kit with brochures, newsletters, news releases, and an ICA brochure will be helpful in telling the story of the Town Meeting.

The best coverage of the Town Meeting is available during the plenary at 4:00 in the afternoon. Encourage them to stay or return if possible, but do not imply that you want to control their coverage in any way. It may be helpful to arrange for delivery of a document to their office on Saturday evening, if they cannot return for the plenary.

### NEWS RELEASES

1. A news release informs the editor that something is taking place so he can assign a reporter to cover it. It provides the editor with helpful information to be printed beforehand and delineates any special events taking place before the Town Meeting. If the release is accompanied by special items, for instance a proclamation by the mayor or city council, it will command more attention.
2. Write articles with "hard news"(something that has happened) up front. Use short sentences. Who, what, where, when and why should be in the first paragraph. Point out the significance of the event.
3. Hand deliver materials to the editor or assigned reporter. Every editor receives a deluge of releases daily.
4. Triple space in good, dark typewriting. Use one side of paper only. Include a phone number where someone is prepared to answer questions.
5. News releases should go to the newspapers, radio and TV stations at the same time. Do not appear to discriminate by giving one the news release before the others. They are required to provide public service news and are looking for something new and different.

## EVALUATIVE CELEBRATION

A key part of the Town Meeting happening is the celebrative evaluation on Saturday night at the conclusion of the Town Meeting. The staff does a quick cleanup and adjourns to someone's home or a nearby restaurant for a meal to relax and reflect.

It is important that workshop leaders, the M. C., sponsor committee, dignitaries and interested participants be included in the evaluation session. If the celebration is held at a restaurant, a private room will enable the corporate conversation to take place.

The evaluation will help everyone get a picture of the whole event and what possibilities it has for the future. It also provides the ICA with crucial information for helping other communities set up their Town Meetings.

**COMPREHENSIVE CHECKLIST**

**REGISTRATION AND  
PRESS TABLE**

**PERSONNEL**

Male Orchestrator \_\_\_\_\_  
Female Orchestrator \_\_\_\_\_  
Local Coordinator \_\_\_\_\_  
M. C. \_\_\_\_\_  
Workshop Leader A \_\_\_\_\_  
Workshop Leader B \_\_\_\_\_  
Workshop Leader C \_\_\_\_\_  
Workshop Leader D \_\_\_\_\_  
Backup Workshop Leaders \_\_\_\_\_

Scribe A \_\_\_\_\_  
Scribe B \_\_\_\_\_  
Scribe C \_\_\_\_\_  
Scribe D \_\_\_\_\_  
Production Coordinator \_\_\_\_\_  
Decor Coordinator \_\_\_\_\_  
Hosting Coordinator \_\_\_\_\_  
Entertainment Coordinator \_\_\_\_\_  
Children's Coordinator \_\_\_\_\_  
Celebration Hosts \_\_\_\_\_  
Dignitaries or Special Guests \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITY**

Who coordinating? \_\_\_\_\_  
Custodian on duty? \_\_\_\_\_  
Time Open Friday? \_\_\_\_\_  
When does building close? \_\_\_\_\_  
What time open Saturday? \_\_\_\_\_  
Number of tables \_\_\_\_\_  
Number of chairs \_\_\_\_\_  
Other activities in building \_\_\_\_\_  
Special building regulations \_\_\_\_\_  
Number of meeting rooms \_\_\_\_\_  
Type of sound system \_\_\_\_\_  
Production space \_\_\_\_\_  
Faculty space \_\_\_\_\_  
Registration space \_\_\_\_\_  
How many will set-up? \_\_\_\_\_  
Tasks remaining to be done? \_\_\_\_\_

Number of registrars \_\_\_\_\_  
Set-up plan \_\_\_\_\_  
Designated hosts \_\_\_\_\_

**PRODUCTION**

Are there four typists? \_\_\_\_\_  
Adequate supply of paper? \_\_\_\_\_  
Pre-printed document cover? \_\_\_\_\_  
Type of machines: \_\_\_\_\_  
Who will run machines? \_\_\_\_\_

**FOOD SERVICE**

Coffee and donuts for registration \_\_\_\_\_  
Saturday menu? \_\_\_\_\_  
Serving plan? \_\_\_\_\_  
Clean-up plan? \_\_\_\_\_

**ENTERTAINMENT**

Type: \_\_\_\_\_  
Length of performance \_\_\_\_\_  
When scheduled? \_\_\_\_\_  
Sound system? \_\_\_\_\_

**CHILD CARE**

Staff names \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Where will it be? \_\_\_\_\_  
Are they doing a document? \_\_\_\_\_  
Will they report at plenary? \_\_\_\_\_

**FRIDAY EVENING BRIEFING**

Is meal planned? \_\_\_\_\_  
Starting time \_\_\_\_\_  
How many will be there? \_\_\_\_\_  
Who will set up? \_\_\_\_\_

**SATURDAY CELEBRATIVE EVALUATION**

Where will it be held? \_\_\_\_\_  
If restaurant, is there private room? \_\_\_\_\_  
Hosts? \_\_\_\_\_  
What time? \_\_\_\_\_  
Who will be there? \_\_\_\_\_

## THIS LAND IS YOUR LAND

Chorus:

This land is your land, this land is my land,  
From California to the New York island,  
From the redwood forest to the Gulf Stream waters,  
This land was made for you and me.

As I was walking that ribbon of highway  
I saw above me that endless skyway  
I saw below me that golden valley  
This land was made for you and me.

I roamed and I rambled,  
And I followed my footsteps  
To the sparkling sand of her diamond deserts,  
And all around me, a voice was sounding,  
"This land was made for you and me."

Chorus

When the sun came shining,  
And I was strolling,  
And the wheat fields waving and the dust clouds rolling  
As the fog was lifting a voice was chanting,  
"This land was made for you and me."

Chorus

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## CREATE A NEW DAY

(Tune: Consider Yourself)

Consider the past, it's good,  
Respond to the now, it's for everyone  
Create a new day, start now  
Set sail, fly, you can work miracles.

When the Continental Congress met those years ago  
They made a brave new dream come true;  
When the covered wagons hit the trail for Oregon  
Men were 'going to the moon'.

Consider the past, it's good,  
Respond to the now, let's act!  
With faith in one another to achieve our goals  
Create a new day, right now!

## LIFT EVERY VOICE AND SING

Lift every voice and sing.  
Till earth and heaven ring,  
Ring with the harmonies of Liberty;  
Let our rejoicing rise  
High as the list'ning skies,  
Let it resound loud as the rolling sea.  
Sing a song full of the faith that the dark  
past has taught us.  
Sing a song full of the hope that the present  
has brought us;  
Facing the rising sun  
Of our new day begun,  
Let us march on till victory is won.

## VIVE LA CANADIENNE!

Vive La Canadienne! Vole, mon coeur, vole!  
Vive la Canadienne et ses jolis yeux doux,  
Et ses jolis yeux doux, doux, doux,  
Et ses jolis yeux doux.

Nous la menons aux noces,  
Vole, mon coeur, vole!  
Nous la menons aux noces  
Dans tous ses beaux atours,  
Dans tous ses beaux atours, 'tours, 'tours,  
Dans tous ses beaux atours.

On danse avec nos blondes,  
Vole, mon coeur, vole!  
On danse avec nos blondes;  
Nous changeons tour à tour  
Nous changeons tour à tour, tour, tour,  
Nous changeons tour à tour.

Ainsi le temps se passe,  
Vole, mon coeur, vole!  
Ainsi le temps se passe;  
Il est vraiment bien doux  
Il est vraiment bien doux, doux, doux,  
Il est vraiment bien doux!

## I DON'T KNOW WHY

I don't know why I love you like I do,  
I don't know why, I just do.  
I don't know why you thrill me like you do,  
I don't know why, you just do.  
You never seem to want my romancing,  
The only time you hold me is when we're dancing.  
I don't know why I love you like I do,  
I don't know why, I just do.

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## WHEN YOU ARE AWARE

Tune: When You are in Love

When you are aware,  
The whole world is a mountain of care.  
Skies constantly weep,  
Over all of the tragedy there.  
Then your life belongs  
To all suffering men everywhere.  
When you are aware  
The whole world is a mountain of care.

Bearing the weight of the world,  
And the dread of its crushing demands,  
Joyously burdened to know  
That there's no other world on your hands.  
And, your heart starts to soar,  
With the wonder that's filling the air.  
When you are aware,  
The whole world is a mountain of care.

## JUST IN TIME

Just in time, I found you just in time,  
Before you came, my time was running low.  
I was lost, the losing dice were tossed  
My bridges all were crossed, nowhere to go.

Now you're here, and now I know just where I'm going  
No more doubt or fear, I've found my way.  
For love came just in time, you found me just in time  
And changed my lonely life, that lovely day.

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## OH, I'VE GOT A VISION

Tune: *If I Had a Hammer*

Oh, I've got a vision, I'll tell it to the people.  
I'll tell it to the cities all over this world;  
I'll shout out freedom, I'll shout out sharing,  
I'll shout out love between my brothers and my sisters,  
All over this world.

Oh, I've got a banner to carry to the people,  
To carry through the cities all over the world.  
It'll spell out freedom, It'll carry out sharing,  
It'll sing out love between my brothers and my sisters,  
All over this world.

Oh, I've got a song, I'll sing it to the people,  
I'll sing it in the cities all over this world,  
I'll sing out freedom, I'll sing out sharing,  
I'll sing out love between my brothers and my sisters,  
All over this world.

Oh, I've got a vision, and I've got a banner,  
And I've got a song to sing all over this world.  
It's a vision of freedom, it's a banner of sharing,  
It's a song about love between my brothers and my sister:  
All over this world.

New Orleans Town Meeting

## On A Clear Day You Can See Forever

On a clear day, rise and look around you  
And you'll see who you are  
On a clear day, how it will astound you  
That the glow of your being outshines ev'ry star  
You feel part of ev'ry mountain, sea and shore  
You can hear, from far and near,  
A world you've never heard before  
And on a clear day, on that clear day  
You can see forever and ever, and evermore.

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## THE NEXT 200 YEARS

(Tune: When the Saints Go Marching In)

Into this land so vast and green  
Our fathers came to build a dream.

Through war and peace they worked together  
It was a great 200 years.

Oh, we are now in times of strife  
We're at the crossroads of our life.

It's time to make that great decision  
To shape the next 200 years.

Oh, we are one, we share the earth,  
We give our lives for its rebirth.

We'll be a sign to all the nations  
For the next 200 years.

Clarksburg Town Meeting

## DAY BY DAY

Day by day, I'm falling more in love with you,  
And day by day, my love seems to grow,  
There isn't any end to my devotion,  
It's deeper, dear, by far than any ocean.

I find that day by day you're making all my dreams come true.  
So come what may, I want you to know  
I'm yours alone, and I'm in love to stay  
As we go through the years day by day.

## THE IMPOSSIBLE DREAM

To dream the impossible dream, to fight the unbeatable foe,  
To bear with unbearable sorrow, to run where the brave dare not go.  
To right the unrightable wrong, to love pure and chaste from afar,  
To try when your arms are too weary to reach the unreachable star.

This is my quest, to follow that star,  
No matter how hopeless, no matter how far,  
To fight for the right without question or pause  
To be willing to march into hell for a heavenly cause.

And I know if I'll only be true to this glorious quest  
That my heart will lie peaceful and calm when I'm laid to my rest.  
And the world will be better for this, that one man scorned and covered with scars  
Still strove with his last ounce of courage to reach the unreachable star.

## TOMORROW'S WHERE WE ARE

Tune: Swing on a Star

*Chorus:*

Would you like to build on your dreams?  
Fill the world with all of your schemes?  
West Covina's where you should be.  
Come on along and join with me.

The Ranchos of yesteryear, with folks roaming free.  
Orange groves as far as you could see.  
Our rugged people had a job to do.  
They made a beginning here for me and you.  
So if we just take a lesson from the past  
Roll up your sleeves and build to last!

*Chorus*

The progress we've made today is wondrous to see,  
Involvement is how it's come to be.  
"Cross the Valley to the Hills" we have found the way  
To meet the challenges we face today.  
So if you think you would like to lend a hand,  
The future here is really grand!

*Chorus*

Building on yesterday, we move out all fear.  
We look straight ahead and see for years.  
Our town that's growing has a place for all,  
The young and old can join this call.  
So if you help us we're sure to reach a star  
Because tomorrow's where we are!

*Chorus*

West Covina Town Meeting

**NEVER GONNA HAVE THAT CHANCE AGAIN**  
(Tune: Hello Dolly)

We were a searching people  
And a zestful people  
And we came from many lands across the sea.

We were merchants and farmers,  
We were slaves and charmers  
And we dared to face the struggle individually.

But we got up one morning,  
Saw a new world dawning  
After night and 'I' were left there all alone.

He saw his brother, and  
She saw her sister, and  
We saw the oneness of us all.

And now we move forward  
To that unknown future  
Which depends on what we all decide to do.

We have our hopes ready  
And our task waiting  
And it's our responsibility to bring it through.

And this calls forth courage  
To accept challenge  
And produce a revolutionary way.

Stand up and be counted,  
The world's on your shoulder,  
Never gonna have that chance again,  
Never gonna have that chance again,  
Never gonna have that chance again.  
O.K.

Philadelphia Town Meeting

**THE NEW "U" COMMUNITY**

*Tune: God Bless American*

New U Community  
Come forth with me.  
We will all strive together  
To shape our destiny.

*Chorus:*

When U Street  
Is a new street,  
And the nation,  
As a whole,  
Builds new communities  
Around the globe,  
New U Communities  
Around the globe.

New U Community  
Rising anew  
From the ruins and the ashes  
We can see, we can care,  
We can do.

New U Street Town Meeting

**COME BUILD A FUTURE**

*Tune: Hey, Look Me over*

Come, build a future  
Caring and free,  
Working together, to build community.  
Problems around us as far as eyes can see,  
But every problem that comes along is opportunity  
For us to

Move on together  
To realize our dream:  
Education, jobs for all and water that is clean.  
Our Bay County can be a great sign to see  
Of things that can be done.  
**SO LOOK OUT WORLD HERE WE COME!**

Come, build a future,  
Caring and free,  
Working together, to build community.  
Just as the farm land is planted each year,  
We claim our pride and we decide to make it very clear,  
That those who lead us can come from here in our fold  
To further make Bay County as precious as pure gold.  
Our Bay County can be a great sign to see  
Of things that can be done,  
**SO LOOK OUT WORLD HERE WE COME!**

Bay Area Town Meeting

## TOP OF THE WORLD

Such a feeling's coming over me, there is wonder in most everything I see,  
Not a cloud in the sky, got the sun in my eyes  
And I won't be surprised if it's a dream.

Everything I want the world to be is now coming true especially for me,  
And the reason is clear, it's because you are here  
You're the nearest thing to heaven that I see.

I'm on the top of the world, lookin' down on creation  
And the only explanation I can find  
Is the love that I've found ever since you've been around  
Your love's put me at the top of the world.

Something in the wind just learned my name, and it's telling me that things are not the same,  
In the leaves on the trees and the touch of the breeze  
There's a pleasing sense of happiness for me.

There is only one wish on my mind: when this day is through I hope that I will find  
That tomorrow will be just the same for you and me  
All I need will be mine if you are here.

*(Repeat chorus twice.)*

## I DON'T KNOW WHY

I don't know why I love you like I do, I don't know why, I just do.  
I don't know why you thrill me like you do, I don't know why, you just do.  
You never seem to want my romancing, the only time you hold me is when we're dancing,  
I don't know why I love you like I do, I don't know why, I just do.

## ON THE STREET WHERE YOU LIVE

I have often walked down this street before  
But the pavement's always stayed beneath my feet before.  
All at once am I several stories high, knowing I'm on the street where you live.

Are there lilac trees in the heart of town?  
Can you hear a lark in any other part of town?  
Does enchantment pour out of every door? No, it's just on the street where you live.

And, oh, the towering feeling just to know somehow you are near,  
The overpowering feeling that any moment you may suddenly appear.

People stop and stare, they don't bother me  
For there's nowhere else on earth that I would rather be.  
Let the time go by, I don't care if I can be here on the street where you live.

## SOMETHING TO SING ABOUT

I have walked 'cross the sand on the Grand Bank of Newfoundland  
Lazed on the ridge of the Miramichi.  
Seen the waves tear and roar at the storm coast of Labrador,  
Watched them roll back to the great northern seas.

Chorus

From the Vancouver Island to the Alberta Highland,  
Cross the prairie, and the Lake to Ontario's towers.  
From the sound of Mount Royal's chimes out to the Maritimes  
Something to sing about, this land of ours.

I have welcomed the dawn from the fields of Saskatchewan,  
Followed the sun to the Vancouver shore.  
Watched it climb shiny new up the snow peaks of Caribou,  
Up to the clouds where the wild Rockies soar.

Chorus

I have heard the wild wind sing the places that I have been,  
Bay Bulls and Red Deer and Stait of Belle Isle.  
Names like Grand' Mere and Silverthrone, Moose Jaw and Marrowbone,  
Trails of the pioneer, named with a smile.

Chorus

I have wandered my way to the wild wood of Hudson Bay,  
Treated my toes to Quebec's morning dew,  
Where the sweet summer breeze kissed the leaves of the maple trees,  
Sharing this song that I'm singing to you.

Chorus

Yes, there's something to sing about, tune up a string about,  
Call out in chorus, or quietly hum,  
Of a land that's still young with a ballad that's still unsung,  
Telling the promise of great things to come.

Chorus

## A New Day

I can see a new day,  
A new day soon to be  
When the storm clouds are all past,  
And the sun shines on a world that's free.

I can see a new man,  
A new man standing tall  
With his head high and his heart proud  
And afraid of nothing at all.

I can see a new world  
A new world coming fast  
Where all men are brothers  
And hatred forgotten at last.

I can see a new day  
A new day soon to be  
When the storm clouds are all past,  
And the sun shines on a world that's free.

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## FOUR STRONG WINDS

Four strong winds that blow lonely,  
Seven seas that run high,  
All those things that don't change come what may,  
But our good times are all gone now,  
And I'm bound for moving on,  
I'll look for you if I'm ever back this way.

Think I'll go out to Alberta  
Weather's good there in the fall  
Got some friends that I can go to working for.  
Still I wish you'd change your mind now  
If I asked you one more time  
But we've been through that a hundred times or more.

If I get there before the snow flies,  
And if things are going good,  
You could meet me if I sent you down the fare.  
But by then it would be winter;  
Not too much for you to do,  
And those winds sure can blow cold, away out there.

## IT HAD TO BE YOU

It had to be you, it had to be you,  
I wandered around and finally found the somebody who  
Could make me be true, could make me be blue,  
And even be glad, just to be sad thinking of you.

Some others I've seen, might never be mean,  
Might never be cross or try to be boss, but they wouldn't do.  
For nobody else gave me a thrill, with all your faults I love you still,  
It had to be you, wonderful you, it had to be you.

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## People Get Ready

I believe, I believe  
I believe, I do believe  
People get ready  
There's a train coming  
Ya' don't need no baggage  
Ya' just get on board  
All we need is faith  
To hear the diesels' humming  
Don't need no ticket  
But just thank the Lord.

People get ready  
For the train to Jordan  
It's picking up passengers  
From coast to coast  
Faith is the key  
Open the doors  
and board her.  
There's hopes for all  
Among his love alone  
I believe, I believe  
I believe, I do believe

Chorus:

There ain't no room  
For the hopeless sinner  
Who would have all my time  
Just to save "his only"  
Have pity on those  
Whose chances grow thinner  
For there's no hiding place  
Against the Kingdom's Throngs  
There's no hiding place  
Against the Kingdom's Throngs

Thank the Lord,  
Thank the Lord  
You thank the Lord,  
You thank the Lord.

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