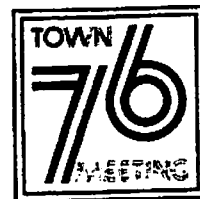
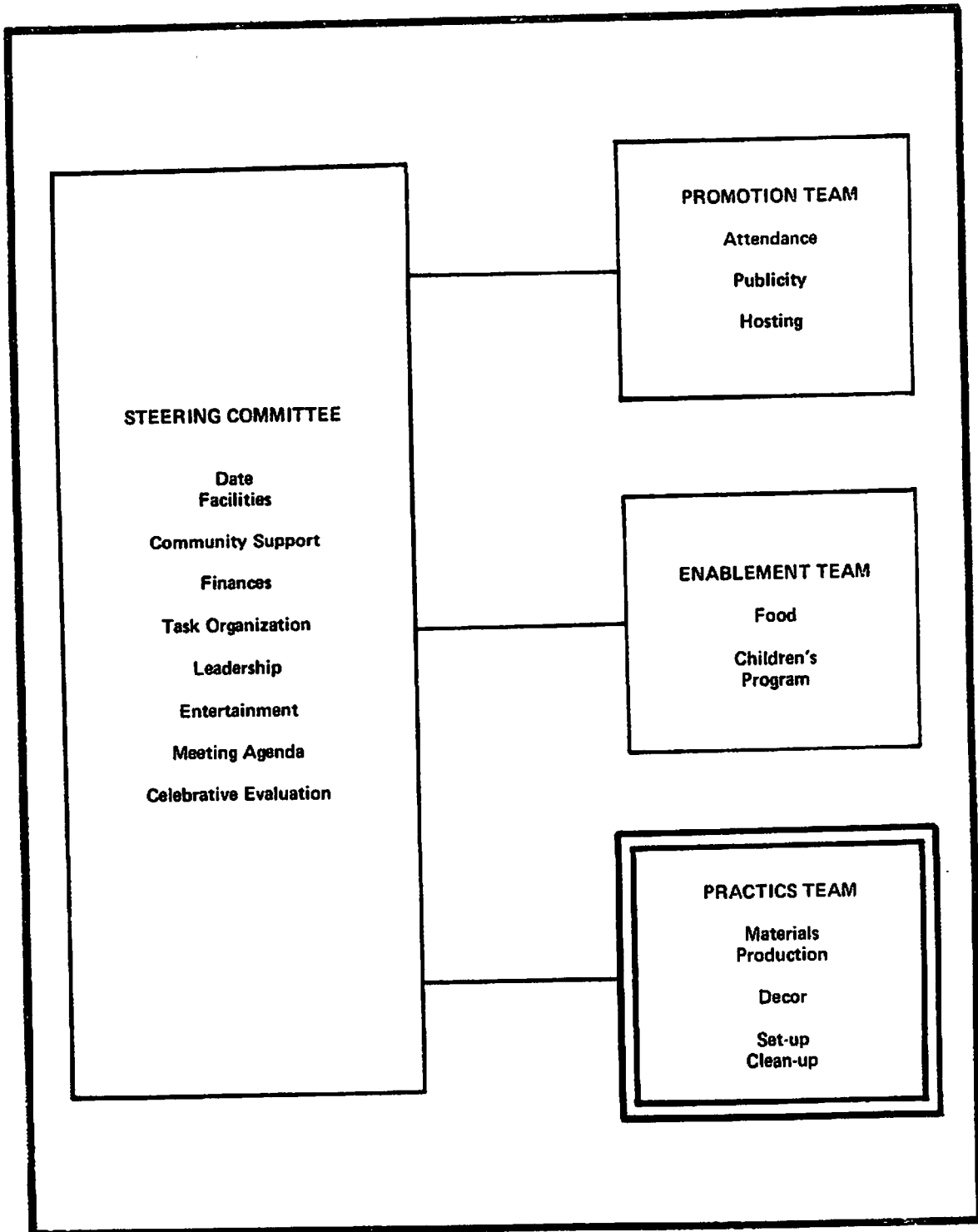


# Practices Guide



**TOWN MEETING '76** is a program of community involvement developed by The Institute of Cultural Affairs, a world service organization. The ICA conducts training, demonstration and research programs concerned with the human factor in world development. The **TOWN MEETING '76** format has been tested and refined in 47 diverse community settings.

The ICA is a not-for-profit corporation with tax exempt status registered in the State of Illinois.

The ICA has 101 offices around the world, 47 of which are located in the United States. Area centers are located in Bombay, Brussels, Chicago, Hong Kong, Nairobi, and Singapore.

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# PURPOSE

## PRACTICS TEAM

The Practics Team sees to all the practical details of equipment and skills that make for smooth operations on the day of the Town Meeting itself. This team designs the decor and room arrangement, sets up the tables and chairs, and cleans up afterwards. This team also reserves duplicating machines, typewriters and sound equipment, buys the workshop materials, organizes the support staff, and handles all other matters which are necessary for the work of the participants during the Town Meeting.

### Task 1: MATERIALS AND PRODUCTION

Materials and equipment are used for the workshops and for the production of a document compiling all the work of the day. (This document is distributed at the end of the Town Meeting to each participant.)

PUBLISHING	Secure reproduction equipment and supplies, check to make sure they are working.
WORKSHOPS	Procure pencils, paper, felt marking pens, masking tape, chalk, staplers, staples.
STAFF	Organize typists, collaters, equipment operators.

### Task 2: DECOR

The decor is essential in creating the mood of the day, stimulating the participants and impacting them with their great heritage.

PLANNING	Plan a decor rationale, keeping in mind impact, simplicity, and appropriateness of theme.
COORDINATION	Coordinate the decor with the room arrangement being planned by the set-up team and check with the Steering Committee regarding budget limits. The ICA will provide Town Meeting posters and logo and quotes from history.
CREATION	Buy the materials and create the decor. A decor-making party might be a helpful way to get decor made.

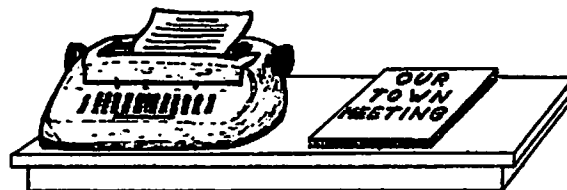
### Task 3: SET-UP AND CLEAN-UP

The set-up task force designs the room arrangement and sets up the areas for the total group, for the workshops, for the registration, and for the food serving. The clean-up task force restores the space to its former appearance.

COORDINATION	Coordinate with food, decor, and budget operations.
DESIGN	Design meeting areas for workshops, registration, full-group, production and staff room. Procure and arrange the required tables, chairs and other furnishings.
CLEAN-UP	Clean and re-arrange the facility after the Town Meeting is over.

# PRODUCTION GUIDELINES

Production set-up for the day of Town Meeting '76 plays a crucial role in delivering the final document to the participants as tangible evidence of the impact of the event. Here are some helpful guidelines.



## GUIDELINES

1. Emphasis on the local symbol and slogan grounds the day in local creativity.
2. Use of local logos and the ARBA seal grounds the event in history.
3. Offset printing electrostatic duplication offers greater flexibility and finesse in design and quality of printing.
4. If you have access to the electronic stencil maker, you will also need regular stencils for the one hour push at the end.

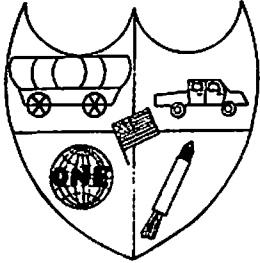
## DOCUMENT PAGES

Cover with Symbols .....	1
Story .....	2
Song .....	3
Economic Challenges .....	4
Political Challenges .....	5
Cultural Challenges .....	6
Proposals for Economic Challenges .....	7
Proposals for Political Challenges .....	8
Proposals for Cultural Challenges .....	9
Participants: (Names, Addresses) .....	10
Acknowledgements .....	11
Contributor's Credits .....	12

# DOCUMENT LAYOUT GUIDELINES



PAGE 1

SCOTTSDALE TOWN MEETING  
SCOTTSDALE, ARIZONA



FORWARD AMERICA

Scottsdale Community College  
900 East Chaparral Road  
Scottsdale, Arizona  
OCTOBER 11, 1975



PAGE 2

THE NEW SONG  
NORTH 00, 1976 GUILD 0 XXXXXXXXXXXX TOWN MEETING

TITLE  
(Type "NEW SONG" HERE.)

THE NEW SONG SONGS WERE WRITTEN BY THE  
S OF THE NEW SONGS AND THE  
THE NEW SONGS WERE WRITTEN BY THE  
THE NEW SONGS WERE WRITTEN BY THE  
THE NEW SONGS WERE WRITTEN BY THE

CHORUS

THE NEW SONGS WERE WRITTEN BY THE  
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PAGE 3

THE NEW STORY  
NORTH 00, 1976 GUILD 0 XXXXXXXXXXXX TOWN MEETING

TITLE

THE NEW STORY SONGS WERE WRITTEN BY THE  
THE NEW STORY SONGS WERE WRITTEN BY THE  
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PAGE 4

ECONOMIC CHALLENGES  
NORTH 00, 1976 GUILD 0 XXXXXXXXXXXX TOWN MEETING

TITLE

THE ECONOMIC CHALLENGES SONGS WERE WRITTEN BY THE  
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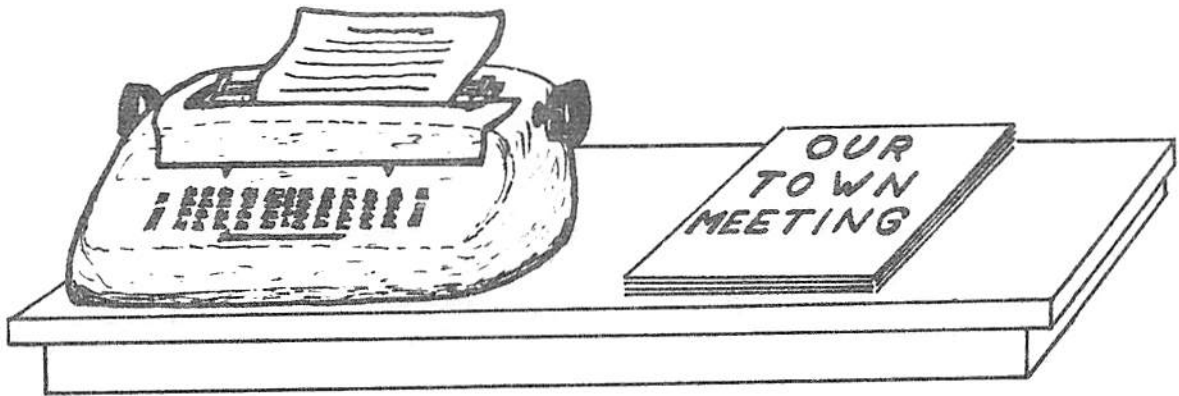
# PRODUCTION TIMELINE

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 wall sheets Prepare stencils (The ICA staff will arrive with the walls sheets and with a form for the stencils or offset reproduction.)	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

## PRODUCTION PROCEDURES

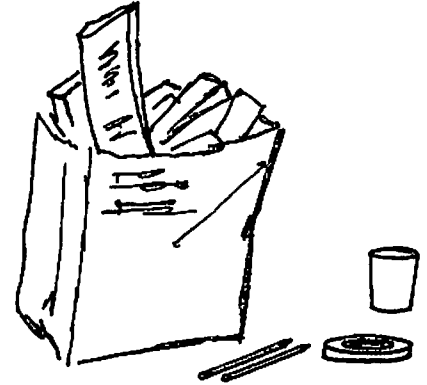


1. Set up a production area somewhere near the meeting hall, preferably in a place visible to participants and easily accessible, but not distracting to plenary sessions or workshops.
2. Assign a production coordinator who will devote his full time during the day of Town Meeting producing the Report.
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 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 challenges from the morning's workshop as well as the participant, contributor and acknowledgement pages are done at the start of the afternoon workshop. Typing and printing of the proposals, story, song, slogan, and drawing of the symbol are done as soon as each of these products are completed during the afternoon workshop.
4. Be sure a scribe is 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 before the close of both morning and afternoon workshops.
5. It is best to arrange ahead of time for 4 typists to be available for the whole day of 'deadline' style typing. Also, it would be helpful to have a proofreader with each typist 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 masters is also recommended.

# 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 (for 200)

- 4 rolls of masking tape
- 250 pencils, sharpened
- 24 broad-tip marking pens (red, blue & green)
- 4 rulers
- 4 staplers, staples
- 4 electric typewriters (capable of typing stencils; similar type face, if possible)
- extension cords, 3-way plugs
- 20 reams of paper

If mimeograph equipment is used,  
3 lbs. mimeo ink (compatible with mimeo machines which are used)

- 36 stencils
- 1 stencil stylus
- 4 bottles correction fluid
- \*2 mimeograph machines (preferably with interchangeable stencils)

## FOOD (for 200)

- materials for cold lunch
- coffee, tea, cold drinks
- sugar, cream
- doughnuts, or other snack
- 250 plates
- 500 hot cups
- 500 napkins
- 500 plastic spoons, forks, knives
- 15 garbage bags (trash can size)
- dishclothes, handiwipes, paper towels
- dishwashing supplies
- hand soap
- toilet paper

## CHILD CARE

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

## 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"
- 4 large rolls of masking tape
- 6-10 small jars of rubber cement
- 15 rolls of black masking tape
- TM '76 historic quotes (provided by the ICA staff on arrival)

## DECOR—CENTERPIECES 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
- nametags
- additional materials

## ENTERTAINMENT

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

## PROGRAM MATERIALS

- (Provided by ICA)
- Historic Quotes
- Participants' Workbooks
- Song Sheets
- Workshop data posting sheets
- TM '76 Logo posters

\*Offset press using paper press plates can be substituted if available in the facility of the Town Meeting.

# 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  
ARBA posters, U.S. flag  
\*52 sheets of red and blue poster paper 22" x 32"  
4 large rolls of masking tape  
6-10 small jars of rubber cement  
15 rolls of black photographic tape  
½" wide

### *Table Centerpieces (5)*

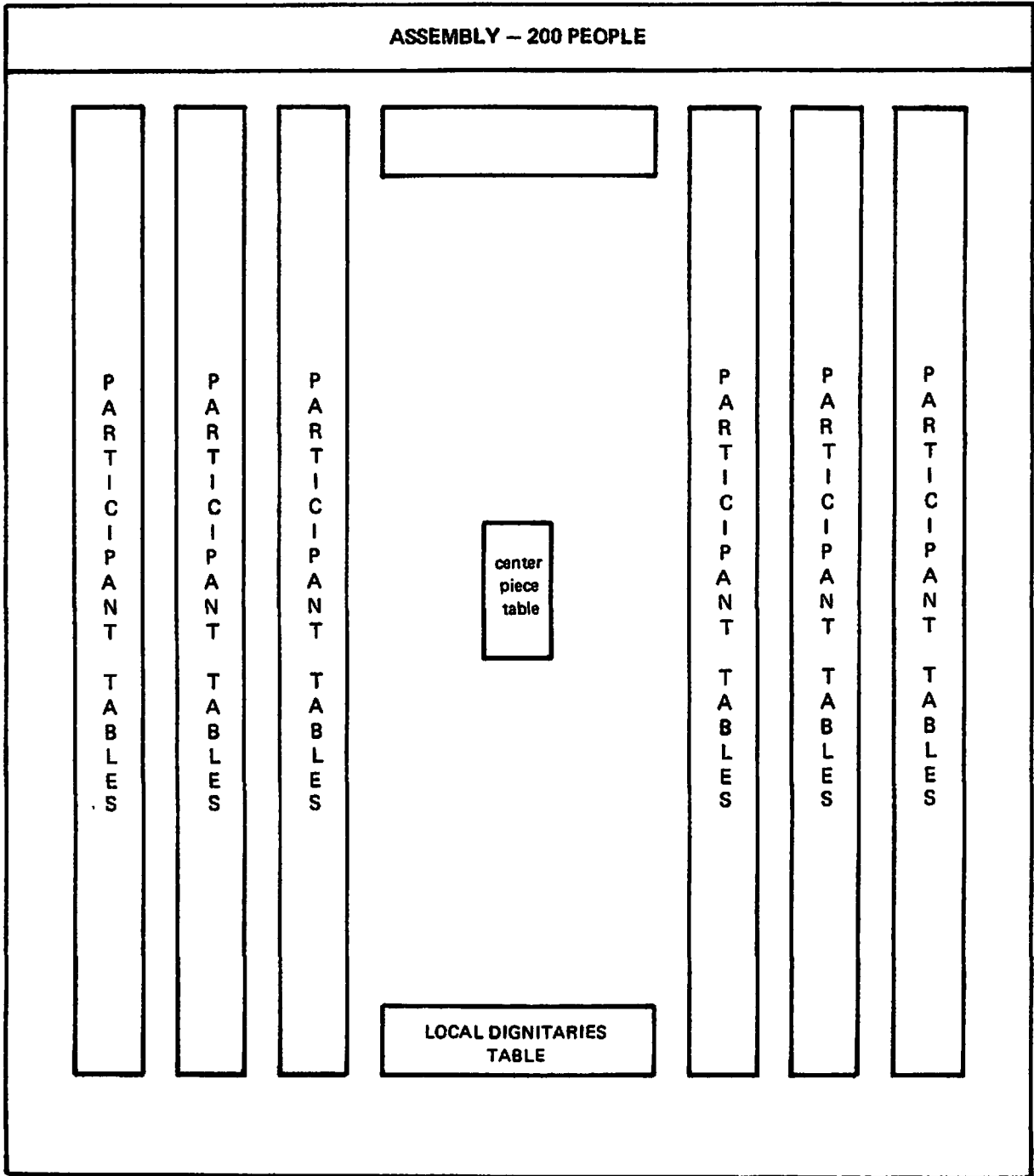
blue table covers  
red scarves  
decorative objects: candles, gavels,  
Liberty Bells, ships, etc.

### *Banner*

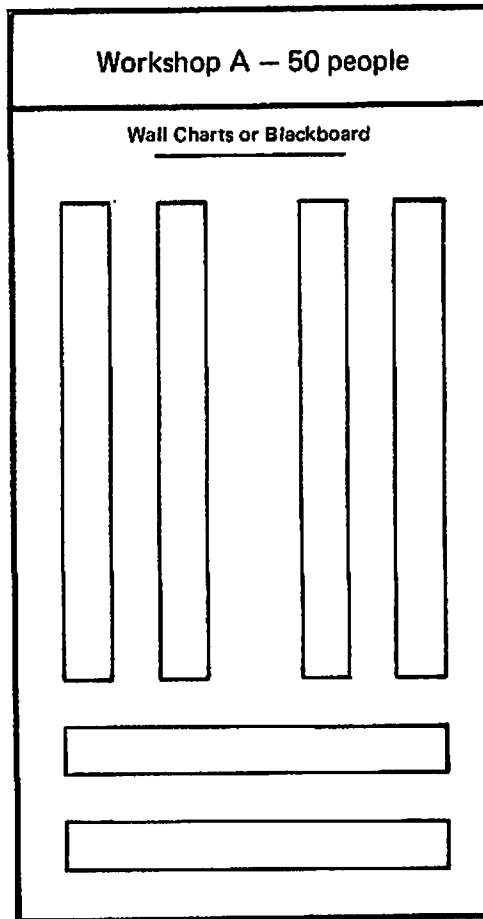
materials for constructing a large  
Town Meeting banner appropriate  
to the facility  
Nametags

\*15 rolls of Blue plastic or cloth tape may be substituted for the sheets of red and blue poster paper. This is used for mounting or bordering the quotes and wall decor.

# SETUP AND CLEAR



# SETUP AND CLEAR



## NOTE:

If the workshops must be held in the same room, move only the chairs to workshop areas, leaving tables in place.

## SPACE SET-UP

Draw a plan of facility's original space (for reset).

In consultation with with the ICA staff, the decor, entertainment and food teams set up all the spaces on Friday.

Have arrangements been made for:  
Parking—Registration—Production?  
Are there ash trays and toilet supplies?

## SPACE CLEAN-UP

Keep the facilities neat all day.

Return equipment and supplies directly after the Town Meeting if possible.

Restore facility to original condition.

Remove decor carefully.

# SAMPLE TIMELINE

GROUP	TASK	Town Meeting - 7 weeks	Town Meeting - 6 weeks	Town Meeting - 5 weeks	Town Meeting - 4 weeks
<b>STEERING COMMITTEE</b>	<b>DATE AND FACILITY</b>	Set the date List facility possibilities	Secure the facility	Arrange for table and chairs	Check with childcare task force re facility needs
	<b>COMMUNITY SUPPORT</b>	Get support of local officials	Funding blitz	Invite dignitaries	Donation blitz
	<b>FINANCES</b>	Appoint treas. Get P.O. box (See publicity task force)	Build and implement budget	Receive donations and pre-registration fees	
	<b>ORGANIZATION</b>	Plan campaign	Coordinate tasks	Coordinate tasks	Coordinate tasks
	<b>LEADERSHIP</b>			List M.C. prospects List workshop leader prospects	Enlist M.C. Enlist workshop leaders
	<b>ENTERTAINMENT</b>	Investigate entertainment possibilities			Engage performers
	<b>MEETING AGENDA</b>	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting
	<b>EVALUATIVE CELEBRATION</b>				
<b>PROMOTION TEAM</b>	<b>ATTENDANCE</b>	Contact large number of community groups	Build chart of groups to track quotas and pre-registrations	Mail invitations Print pre-registration forms	Speaking engagements Distribute pre-registration forms
	<b>PUBLICITY</b>	Arrange for printed materials and stationery	Contact media Set up speaking engagements		Publicity blitz: Radio announcements Posters TV
	<b>HOSTING</b>				Form task force
<b>ENABLEMENT TEAM</b>	<b>FOOD</b>	Make menu	List donation possibilities	Secure donation promises	Arrange for servers
	<b>CHILDREN'S PROGRAM</b>	Secure the facility	Line up the leaders Plan the day	Line up staff training sessions List supplies and food	Line up any special entertainment required
<b>PRACTICES TEAM</b>	<b>MATERIALS PRODUCTION</b>	Create posters Contact A.M. Co. or other duplicating firm	List and plan for needed supplies and equipment	Finalize production equipment	Donation blitz
	<b>DECOR</b>	Create posters	Set up contest	Plan decor scheme	Build decor and Town Meeting banner
	<b>SET UP AND CLEAN UP</b>				

# SAMPLE TIMELINE

Town Meeting - 3 weeks	Town Meeting - 2 weeks	Town Meeting Week	TOWN MEETING DAY	Town Meeting + 1 week
Build floor plan Arrange equipment		Friday night briefing		Return tables and chairs Thank-you letters
Donation blitz (cont)	Recontact special guests	Host dignitaries Friday night briefing	Print and post donation list	Mail documents Thank-you letters
Make \$100 down payment	Receive donations and pre-registration fees	Give check to ICA staff Friday night briefing	Collect registration fees or donations	Receive money Clear accounts
Coordinate tasks	Coordinate tasks	Coordinate tasks	Coordinate tasks	Handle details
Staff training	Staff training	Staff training Friday night briefing	M.C. leads welcoming, interlude and plenary Workshop leaders lead guilds	
	Check on entertainers and equipment	Final confirmation	Coordinate entertainment	Thank-you letters
Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold TOWN MEETING	Hold Steering Committee evaluation meeting
Plan Saturday evening event	Make arrangements	Finalize celebration plan	Saturday night evaluation conversation and celebration	
Publicity Blitz (cont)		Host media (press kits) Friday night briefing	Fill out Statistics Report	
Cont. speaking engagements Receive pre-registrations		Review statistics sheet Friday night briefing	Host Media	
Secure hosts and registrars	Arrange housing for ICA staff	Pick up ICA staff Friday night briefing	Coordinate registration	
Secure donation promises (cont)		Pick up all donations Friday night briefing	Coordinate snacks and lunches	Thank-you letters
	Staff training session	Final planning Assemble supplies Friday night briefing	Coordinate children's program	Thank-you letters
Arrange for production staff	Finalize list of in hand and needed	Pick up supplies and equipment Friday night briefing	Distribute materials Produce document	Return equipment Thank-you letters
Assemble and build decor (cont)		Put decor up in facility Friday night briefing	Maintain decor	Return borrowed decor Thank-you letters
		Set up facility Friday night briefing	Maintain facility Reset facility	