

THE SPONSORSHIP MANUAL



Town Meeting '76 is a program developed by The Institute of Cultural Affairs, a research, training and demonstration group concerned with the human factor in world development. Toward this end, The ICA has designed methods of tactical planning, corporate operation and human motivity applicable in local communities. The ICA is a not-for-profit corporation with tax exempt status registered in the State of Illinois. Headquartered in Chicago, The ICA has 47 offices in metropolitan centers across the United States.

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**THE SPONSORSHIP MANUAL:
Planning and Implementation**

PLANNING A GREAT EVENT

The day is approaching when your community will be participating with more than 5,000 other communities throughout the United States in the happening of Town Meeting '76. Through this event a million Americans will celebrate the Bicentennial by planning the third century of our nation's life.

The nation's 200th. birthday celebration comes at a moment when we are, like our forefathers in the American Revolution, challenged to look to the future and, as one people, decide our common destiny. The Bicentennial provides the opportunity to recover the tradition of the Town Meeting as a way for local citizens to participate anew in the decision-making processes of the nation.

Town Meeting '76 is a day-long, locally-sponsored community gathering of two hundred to four hundred people. Using a common workshop methodology, the participants in the Town Meeting list and categorize the issues facing the nation, articulate the challenges to the nation that are implicit in those issues, and then create the practical proposals to meet these challenges. The climax of the day comes in the closing plenary when these are presented along with a newly created song, symbol and story for the nation. The heritage of the American people is celebrated over the noontime meal with singing and entertainment provided by local groups.

Town Meeting '76 holds the promise of making the Bicentennial celebration lastingly important. The sense of this historical significance of your Town Meeting is reflected in every aspect of preparation and execution. Planning and setting-up this event requires careful orchestration and particular attention to detail.

This manual describes the task of the local sponsor in planning and organizing the practical details involved in a Town Meeting. It gives general guidelines that are part of the national design of Town Meeting '76, as well as considerations and suggestions based on experience, that will help in planning this great event.

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THE SPONSOR'S TASK

Town Meeting Seventy-Six is a local happening sponsored by concerned groups or individuals within communities. The sponsors assume full responsibility for planning Town Meetings at the local level. They consult with the ICA relative to scheduling and other matters, and coordinate all local activity. They plan and implement Town Meeting advocacy, secure community attendance, coordinate local publicity, and make practical arrangements for the meeting.

ADVOCACY involves assuring the formal and informal support for the town meeting by the whole community. This is the job of getting community leaders and organizations to be the advocates of the Town Meeting, to back it up with their influence, contributions of money, goods and services, and attendance at the Town Meeting. Advocacy also includes seeking official Bicentennial endorsement for the Town Meeting.

ATTENDANCE involves eliciting the direct participation of 200 or more citizens in the Town Meeting. Direct appeals to community groups and individuals seems to be the most effective means. A helpful strategy for attendance is enlisting committed people in a wide variety of groups to aid in the recruitment by bringing groups of people they know well with them to the Town Meeting.

PUBLICITY involves inviting the whole community to the Town Meeting through public appeals via mass media and various posters and displays. Though few people come simply because of public appeals, publicity makes the Town Meeting a community event and enables direct appeals for attendance to be effective.

ARRANGEMENTS involves handling all of the practical details related to Town Meetings. This includes acquiring a facility and creating decor, providing a buffet lunch and snacks, arranging entertainment for the noontime interlude, supplying materials, coordinating finances and in some cases, arranging for child car.

The following pages detail the tasks inherent in planning and coordination of the Town Meeting. Each page delineates one of the arenas, provides a basic checklist and indicates several considerations. This is not designed to be inclusive, but to serve as a simple practical reference for local sponsors.

ADVOCACY

eliciting the support of the total community

The first major responsibility of the sponsors is obtaining official endorsement and securing adequate support and funds for the Town Meeting. Since the Town Meeting is a community based event, support, endorsement and funding should be sought from many sources, including government, business, individuals, churches, clubs, service organizations, etc. The task of the sponsors is to secure endorsements, contributions, donations of particular services or resources, and other forms of community support for the Town Meeting.

CHECKLIST	SUGGESTIONS
1. Apply to appropriate Bicentennial offices for recognition as a Bicentennial event. 2. Gain the support and endorsement of local governmental officials and community leaders and invite them to the Town Meeting. 3. Solicit funds for the Town Meeting from local government, businesses, foundations, service organizations, clubs, churches and individuals. 4. Solicit in-kind donations of food and materials from businesses. 5. Solicit in-kind donations of services, promotion, and decor materials and equipment, etc. 6. Solicit rent-free facility and equipment for the Town Meeting.	1. Arrange for the mayor to officially proclaim the day as Town Meeting day. 2. Invite the city council to attend <u>en masse</u> .

ATTENDANCE

turning out 200+ people for the town meeting

The second major responsibility of the sponsors is ensuring that 200 or more people attend the Town Meeting. The most effective recruitment of Town Meetings has been "person to person" direct appeals before groups or to personal friends. The key to good attendance is securing the commitment of a wide variety of groups and individuals to themselves recruit a quota of persons. Appeals for volunteers and workers must be made to many kinds of groups such as community centers, governmental agencies, labor unions, etc. Mass phonings, registration drives, ticket sales and other recruitment gimmicks should be used to ensure a broad cross section of community attendance.

CHECKLIST	SUGGESTIONS
<ol style="list-style-type: none">1. List and systematically contact civic organizations, elders groups, churches, service clubs professional societies and other local groups concerning attendance by their members.2. Contact directors of community centers, government agencies, and labor organizations requesting attendance by volunteers and workers.3. Invite ward chairmen and political leaders to send groups of representatives.4. Supply such contacts with promotional aids and preregistration forms.5. Call for broad participation until the last minute.6. Make sure all groups providing funds or services are invited to send participants.	<ol style="list-style-type: none">1. Contact history and civic teachers in high schools and colleges and request that they give class credit for students who attend the Town Meeting.2. Provide buses from elders homes to and from the hall.3. Give the title of "Host" to people who obtain ten or more preregistrations.4. Mass phoning campaigns.5. Get 200 people actively working to personally invite 2000 people.

PUBLICITY

engaging the whole community indirectly in the town meeting

The third major responsibility of the sponsors is publically inviting everyone in the community to attend the Town Meeting. Publicity increases attendance by building general awareness about the Town Meeting and by telling the stories that capture peoples' imaginations. The keys to effective publicity are the proper use of local mass media, the creation of imaginative displays, and the coordination of literature distribution. Ten to fifteen per cent of those attending will do so simply because they saw or heard the Town Meeting publicity.

CHECKLIST	SUGGESTIONS
<ol style="list-style-type: none">1. Cultivate local newspapers, T.V. stations, radio announcers, and promotion and advertising firms.2. Obtain Town Meeting '76 brochures and posters from ICA for local use.3. Create, print and distribute local publicity materials.4. Create display materials and place them at appropriate locations.5. Create press kit including news releases, the ICA Statement of Purpose, and a Town Meeting brochure to be given to all newspaper editors, station managers, and all reporters assigned to cover the Town Meeting.	<ol style="list-style-type: none">1. Advertisements in local businesses.2. Tag-ons or tie-ins to T.V., radio or newspaper advertisements3. Town Meeting announcements in newsletters of business, church school or community organizations.4. Newspaper feature articles.5. Radio or T.V. talk show appearances.6. Flyer distribution by school or youth organizations.7. Sound cars, bumper stickers, or Town Meeting parades.8. Lapel tags or pins.

ARRANGEMENTS

constructing a conducive environment for the town meeting

The fourth major responsibility of the sponsors is making the necessary practical arrangements for holding the Town Meeting. These practical details are of utmost importance in enabling the Town Meeting to be a great event. Practical arrangements for the Town Meeting include facility, decor, food, entertainment, materials, childcare and finances. The aim is to create an attractive physical setting while providing all the practical necessities of a Town Meeting

CHECKLIST	SUGGESTIONS
<ol style="list-style-type: none">1. Obtain facility with large room for 200 and 4 workshop rooms.2. Gather decor materials.3. Plan an imaginative and pleasing buffet lunch.4. Schedule local talent for an exciting noontime interlude.5. Supply necessary Town Meeting materials.6. Provide childcare if necessary for Town Meeting participants.7. Administer financial and other records.8. Line-up sufficient manpower to do final set-up and preparation during the weekend of the Town Meeting.	<ol style="list-style-type: none">1. Solicit in-kind donations2. Involve diverse community groups in caring for the practical arrangements.3. Keep arrangements as simple as possible while seeing that all details are handled ensuring that the Town Meeting is a great happening for the community.

FACILITIES

constructing a conducive environment for the town meeting

The sponsors are responsible for procuring an adequate meeting hall for the Town Meeting and scheduling its use. The Town Meeting requires a facility which is adequate for a group of 200-400 to gather together for an opening session, a luncheon, and a closing session. There must also be space for four workshop groups of 50-100. The large room might double for one or two workshop rooms providing it is large enough and the acoustics allow for it. If there is to be a Children's Town Meeting, space must be arranged in the same facility or in a building near by.

CHECKLIST

1. Research all possible facilities (schools, community halls, etc.)
2. Make visits and inquire about facilities using the following considerations listed below
 - Is smoking allowed?
 - Will a janitor be on duty?
 - Can masking tape be put on the walls? if not, portable stands will be needed.
 - What are the fire and safety regulations?
 - Do adult tables and chairs come with the facility?
 - Will the rooms be available for set-up the night before?
 - What other groups will be using the building during the Town Meeting?
 - Can decor be put up?
 - Is the kitchen adequate?
3. Arrange with the superintendent of the facility for its use at specified times for set-up and reset.
4. Secure adult-size tables and chairs for 400 or more people.
5. Procure bathrooms and kitchen equipment if not provided by the facility.
6. Make arrangements for child care space.
7. Organize teams of people to set-up the night before, clear, and reset the space after the event.

DECOR

constructing a conducive environment for the town meeting

The sponsors are responsible for planning, procuring, and preparing the decor for the Town Meeting. The decor includes Bicentennial posters, historical documents, heritage prints, community pictures, maps, Bicentennial logo, centerpieces, and banners secured locally, as well as quotes, social process triangles, and Town Meeting posters supplied by the Institute of Cultural Affairs. All decor items should be ready to be hung or placed by the evening before the Town Meeting.

CHECKLIST

1. Secure historical documents heritage prints, photos of community, a U.S. flag, world, nation, and local maps, and ARBA posters
2. Gather for centerpieces or display table blue table covers, red scarves, candles, gavels, ships, Liberty bells
3. Procure the ICA decor packet consisting of 13 quotes, the Pledge of Allegiance, and social process triangles
4. Design and construct a large Town Meeting '76 banner appropriate to facility
5. Enlist people to creatively mount posters, documents, pictures, maps, logo, etc.
6. Mount the quotes provided by ICA on red and blue poster paper and border quote with black tape
7. Border social process triangles with red and/or blue tape
8. Purchase or get in-kind donations the following materials:
 - 52 sheets of Bicentennial red and blue poster paper 22"x32"
 - 2 large rolls of masking tape
 - 6-10 small jars of rubber cement
 - 5 rolls each of "ARBA red and blue tape
 - 15 rolls of black masking tape ½"
 - The material for "Town Meeting '76 banner
9. Anticipate any special decor problems with the facility and prepare for them

FOOD

constructing a conducive environment for the town meeting

The high point of the Town Meeting is the festive noontime interlude with buffet lunch. The sponsors are responsible for planning, procuring, and preparing the morning snack, noon meal, and plenary snack. This includes the menu, equipment, enlistment of forces, procurement, and pre-preparation. The food should be plentiful, appealing, and able to be served rapidly.

CHECKLIST

1. Make plan for total food service.
2. Create menu for lunch and snacks.
3. Check kitchen facilities and obtain needed equipment.
4. Enlist aid of food preparers and servers.
5. Procure food and food service supplies: table cloths, napkins, serving dishes, garbage cans, etc.
6. Pre-prepare as much food as possible prior to the day of the Town Meeting.
7. Ensure proper set up and decor of buffet tables for effective and gracious service.
8. Investigate possibilities of total or partial donations of the entire meal.

ENTERTAINMENT

constructing a conducive environment for the town meeting

The sponsors are responsible for enlisting entertainment for the noon interlude and providing background music before the opening and closing sessions. The interlude is designed to be a time of celebration with community singing and a selective variety show, including acts from instrumental, music, drama, and dance groups performed by local professional and/or amateur talent. The acts should be an authentic response to the Bicentennial Era, expressing the heritage of the last 200 years or pointing to the significance of the next 200 years. The total performance time should be between 15-25 minutes. It is preferable for the entertainers to be present for the whole day.

CHECKLIST

1. Enlist performing groups for the variety show.
2. Plan for acts to total 15 to 25 minutes of performance.
3. Appoint someone to coordinate the acts on the day of the Town Meeting.
4. See that each group has microphones or the necessary equipment for their act.
5. Arrange for the set up of any equipment.
6. Select and borrow tapes or records for opening and closing sessions which reflect national or local heritage.
7. Secure sound system with tape player and/or record player for background music.

MATERIALS

constructing a conducive environment for the town meeting

The sponsors are responsible for providing the materials and supplies for the Town Meeting. The following workshop materials need to be secured prior to the Town Meeting: masking tape, paper, pencils, broad tip marking pens, electric typewriters, a duplicating machine, stencils, correction materials, staplers, rulers, extension cords and three-way plugs. The duplicating equipment must be able to produce a ten to fifteen page document in one half hour.

CHECKLIST

1. Secure the following materials:
 - 5 large rolls of masking tape
 - 10 reams of duplicating paper
 - duplicating fluid
 - 250 pencils
 - 2 dozen broad tip marking pens (red and blue)
 - 4 electric typewriters (with same face)
 - 1-2 duplicating machines (AM off set press or mimeograph)
 - 2 dozen stencils
 - 4 rulers
 - 2-3 staplers and staples
 - extension cord and 3-way plugs
2. Assign a production coordinator, preferably someone who could devote the whole day to production.
3. Build a production model, deciding on site of production area.
4. Be prepared to supply 3-4 people for production work during the day.
5. Anticipate last minute emergency needs.
6. Coordinate supplies with those working on decor.

CHILD CARE

constructing a conducive environment for the town meeting

In some instances, sponsors are responsible for planning, preparation, and conducting of a Children's Town Meeting if the Community has scheduled child care in conjunction with the Town Meeting '76. This will involve the same basic tasks necessary for the adult Town Meeting, with the addition of creating a children's curriculum that celebrates America's past and future. The facility should be close to the adult facility, but should not interfere with the adults.

CHECKLIST

1. Secure the suitable facility
2. Create children's curriculum
3. Procure curriculum supplies
4. Enlist teachers
5. Plan food preparation and service
6. Procure food, supplies, and materials necessary for food service
7. Pre-prepare food
8. Set up space
9. Prepare and hang decor
10. Procure First Aid kit for emergencies

FINANCES

constructing a conducive environment for the town meeting

The Town Meeting is designed to be a low cost community event. The local budget is estimated \$1000, \$600 of which goes to ICA for staff, travel, materials, research, coordination and honoraria. The local budget includes promotional costs, facility expenses, food and snacks, entertainment, supplies for workshops and production of the Town Meeting product, decor materials, and/or all other expenses in addition to ICA fee. The local budget depends upon how much is obtained through in-kind donations. Many communities have secured their materials, food, and services in-kind, thus requiring a budget less than \$1000. Sponsors designate someone to receive and disburse the monies for the Town Meeting.

CHECKLIST

1. Coordinate with those responsible for funding to build the local budget.
2. Receive and disburse monies.
3. Pay all Town Meeting bills as incurred.
4. Although the Town Meeting may be funded completely by organizations and individuals, it is preferable for participants to accept some financial responsibility through a small donation.

PLANNING AND IMPLEMENTATION FLOW

TIMEFRAME		
PHASE	PROGRAM INITIATION	COMMUNITY SUPPORT
ADVOCACY	<ul style="list-style-type: none"> -Build plan for securing advocates -Make initial contacts -Consult with ICA and national advocates -Build funding plan 	<ul style="list-style-type: none"> -Secure support from cross-section of town leaders -Apply for bicentennial endorsement
ATTENDANCE	<ul style="list-style-type: none"> -List organizations and groups to send members -Build attendance plan -Create invitation list 	<ul style="list-style-type: none"> -Enlist other organizations to send members -Invite special groups
PUBLICITY	<ul style="list-style-type: none"> -Build publicity plans -Write local story 	<ul style="list-style-type: none"> -Research possibilities for media coverage -Printing estimates -Decide promotional materials
ARRANGEMENTS	<ul style="list-style-type: none"> -Build arrangements plan 	<ul style="list-style-type: none"> -Research inkind possibilities -Secure facility

PLANNING AND IMPLEMENTATION FLOW

		TIMEFRAME
PUBLIC ENGAGEMENT	FINALIZATION	PHASE
-Invitation to city officials		ADVOCACY
--Presentation to clubs, etc. -Distribute promotional aids to contacts -Initiate phoning blitz	-Begin preregistration process	ATTENDANCE
-Billboard promotion -Distribute promotional materials (flyers, posters, etc.) -Mass media campaign	-Accelerate mass media campaign	PUBLICITY
-Secure tables, chairs, blackboards -Acquire decor material -Make decor -Line up typewriters and reproduction machinery -Prepare menu -Secure in-kind non perishables -Enlist childcare staff	-Prepare registration forms -Designate setup troops -Procure remaining materials -Make decor -Procure needed supplies -Solicit in-kind perishables -Create children's decor -Gather children's materials -Orient children's staff	ARRANGEMENTS

**THE SPONSORSHIP MANUAL:
Set-up and Enablement**

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The Town Meeting itself begins to take form on the day before as all of the work of the sponsors begins to flow together. From the day before until sometime after the event is an important period of time. This is the time of setup and enablement. This section of the Sponsorship Manual describes the tasks of the sponsors under six headings: hosting, facilities, food, entertainment, materials, and child care.


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TOWN MEETING SETUP FLOW

	FRIDAY MORNING	FRIDAY AFTERNOON
HOSTING	<ul style="list-style-type: none"> -Make list of distinguished guests -Make final call to recruiters and make estimate of number to attend -Get small bills and coins for making change 	<ul style="list-style-type: none"> -Meet ICA staff -Take ICA staff on brief tour of community -Take ICA staff on tour of facility
FACILITIES	<ul style="list-style-type: none"> -Reconfirm with building superintendent the arrangements for using the facility 	<ul style="list-style-type: none"> -Assemble all decor supplies
FOOD	<ul style="list-style-type: none"> -Purchase food and food supplies 	
ENTERTAINMENT		<ul style="list-style-type: none"> -Reconfirm attendance of entertainers
MATERIALS	<ul style="list-style-type: none"> -Assemble production materials 	
CHILD CARE		

TOWN MEETING SETUP FLOW

FRIDAY EVENING

<p>Orientation Conversation with ICA staff and all local staff</p>	<ul style="list-style-type: none"> -Set up registration area -Label all rooms -Post directions where needed -Plan seating of distinguished guests -Design plan for receiving the press -Prepare nametags -Prepare press kit -Prepare press list for registrar 	 <p>HOSTING</p>
	<ul style="list-style-type: none"> -Draw floor plan for re-set -Set up all rooms -Check bathrooms: clean and stock if necessary set up ample trash containers -Mount and hang in all rooms quotes, historical documents, ARBA posters, etc. -Hang locally produced decor -Hang "Town Meeting '76" Banner -Arrange centerpieces for tables 	<p>FACILITIES</p>
	<ul style="list-style-type: none"> -Set up kitchen -Set up serving area -Decor serving area -Pre-prepare food where possible 	<p>FOOD</p>
	<ul style="list-style-type: none"> -Set up and test sound system -Lay out music to be played -Complete program of performers 	<p>ENTERTAINMENT</p>
	<ul style="list-style-type: none"> -Build model for production of materials -Set up production area 	<p>MATERIALS</p>
	<ul style="list-style-type: none"> -Set up facility -Decor area -Set up food service -Orient staff 	<p>CHILD CARE</p>

TOWN MEETING ENABLEMENT

X	SATURDAY MORNING			
	PREPARATION 8:00 AM	RECEPTION 9:00 AM	OPENING PLENARY 9:30 AM	FIRST WORKSHOP 10:30 AM
HOSTING	<ul style="list-style-type: none"> -Check registration area 	<ul style="list-style-type: none"> -Begin registration -Hand out participant workbook -Welcome participants -Greet dignitaries -Receive and brief news representatives 	<ul style="list-style-type: none"> -Continue registration -Seat dignitaries 	<ul style="list-style-type: none"> -Receive participants arriving late and orient them to the day
FACILITIES	<ul style="list-style-type: none"> -Check cleanliness -Check decor 	<ul style="list-style-type: none"> -Repair decor if needed 	<ul style="list-style-type: none"> -Adjust temperature as necessary 	<ul style="list-style-type: none"> -Straighten plenary area -Set up lunch serving area
FOOD	<ul style="list-style-type: none"> -Set out donuts and coffee 	<ul style="list-style-type: none"> -Serve donuts and coffee 		<ul style="list-style-type: none"> -Prepare for noon meal
ENTERTAINMENT	<ul style="list-style-type: none"> -Check sound system 	<ul style="list-style-type: none"> -Play background music 		<ul style="list-style-type: none"> -Set up special equipment -Confirm entertainers
MATERIALS	<ul style="list-style-type: none"> -Check readiness of production area 	<ul style="list-style-type: none"> -Keep list of participants 		
CHILD CARE	<ul style="list-style-type: none"> -Check facility set up -Assemble staff -Check on staff preparation 	<ul style="list-style-type: none"> -Provide greeters -Provide transportation if necessary 	<ul style="list-style-type: none"> -Conduct Childrens' Town Meeting 	

TOWN MEETING ENABLEMENT

SATURDAY AFTERNOON

INTERLUDE 12:30 PM	SECOND TALK 1:30 PM	SECOND WORKSHOP 2:00 PM	CLOSING PLENARY 4:00 PM	CLEAN-UP 5:00 PM
		<ul style="list-style-type: none"> -End registration at 3:30 PM -Take registration forms to production area to be typed for participant list 		<ul style="list-style-type: none"> -Reset registration area -Prepare press release and send to news media
<ul style="list-style-type: none"> -Set out garbage containers 	<ul style="list-style-type: none"> -Straighten workshop areas 	<ul style="list-style-type: none"> -Straighten out plenary area 		<ul style="list-style-type: none"> -Clean and reset facility
<ul style="list-style-type: none"> -Serve lunch 	<ul style="list-style-type: none"> -Clean up lunch 	<ul style="list-style-type: none"> -Serve coffee -Prepare snacks for plenary 	<ul style="list-style-type: none"> -Serve snacks 	<ul style="list-style-type: none"> -Clean kitchen
<ul style="list-style-type: none"> -Play background music -Entertainers perform 				<ul style="list-style-type: none"> -Play background music -Disassemble music system
	<ul style="list-style-type: none"> -Draw forms for production 	<ul style="list-style-type: none"> Type challenges, contributors list and participant list and produce 	<ul style="list-style-type: none"> -Type proposals, story, song, and symbol -Reproduce -Collate and staple 	<ul style="list-style-type: none"> -Clean and restore production area
				<ul style="list-style-type: none"> -Return children -Clean and reset facility

HOSTING

The hosting of the Town Meeting is a crucial role in giving the participants and staff a sense of gracious reception and full participation. The basic role of the hosts is to make sure that all the details of the day are running smoothly and to be available for any questions or requests that might be made. The hosts are responsible for receiving the participants, greeting and briefing the news representatives, dignitaries, and ICA staff and for supervising the registration, which involves collecting donations, having the registration forms filled out, giving out registration packets, and assigning each participant to a workshop using the nametags for designating the four workshop groups.

Checklist

1. Greet ICA staff at airport and take on a brief tour of the community.
2. Assist in setting up the registration area with registration forms, nametags, change box, workbooks, songbooks, and receipt book.
3. Post the amount of the suggested donation and provide a means for safekeeping.
4. Label all rooms used in the Town Meeting and post directions to the rooms if needed.
5. Plan the greeting and seating of distinguished guests.
6. Welcome all people as they arrive and request each fill out a registration form.
7. Direct people to the appropriate room, pointing out the day's timeline.
8. Inform host, MC, and ICA staff of the arrival of community leaders and other dignitaries and compile a list of the distinguished guests.
9. Assign news representatives to all workshops and assist as needed.
10. Arrange with the kitchen for the serving of the coffee and snacks and the noon meal.
11. Give copy of the final document to news representatives.

FACILITIES

The sponsors are responsible for the setting up and cleaning of the facility in consultation with the ICA staff. It is preferable to set up and decor the facility on the preceding evening, including the large hall, the four workshop areas, the reception area, the production area, and the halls and restrooms. The decor in the large hall should be elegant and reminiscent of a political convention or town hall. The workshop rooms and hallways are more simple but decor should tie in with the large hall. Following the Town Meeting, the facility should be cleaned and returned to its original condition.

Checklist

1. Set up plenary room and four workshop areas in consultation with ICA staff.
2. Set up registration, food service, and production areas.
3. Establish working relationship with building superintendent, thanking him for his cooperation.
4. Check bathrooms for cleanliness and supplies.
5. Keep areas neat throughout the day.
6. Arrange proper materials for mounting and hanging decor.
7. Arrange quotes, ARBA posters, historical documents, community pictures on various sizes of blue and red paper and place in halls, workshop and main rooms.
8. Hang maps in hall and workshop rooms.
9. Hang social process triangles in workshop rooms and hall.
10. Hang heritage prints in hall.
11. Hang Town Meeting banners in hall and/or entrance area.
12. Place American Flag in hall.
13. Return equipment and supplies Saturday night if possible.
14. Restore facility to its original condition.

FOOD

The sponsors are responsible for food preparation, food service set up, and actual service of the noon meal, afternoon snacks, and the reception coffee and donuts in the morning. Punctuality, rapid service, and pleasing arrangement of food greatly lifts the mood of the day.

Checklist

1. Final check facilities for proper setup of food service areas.
2. Prepare and serve coffee and donuts during registration.
3. Prepare and serve coffee during morning and afternoon workshops.
4. Final preparation of lunch and setup of buffet lines to serve participants in 10 minutes.
5. Check on flow of people through food lines and need for food replacement.
6. Prepare and serve punch and snack at closing plenary.
7. Clean kitchen and return borrowed equipment.

ENTERTAINMENT

The sponsors are responsible for the background music to be played at the beginning and ending of the day and for the performances during the interlude at the noon meal. The task of coordinating the performing acts is important because participants remember this as a symbol of the entire day. The coordinator should notify the emcee of the acts and the order of appearance, being sure that each act is on stage with proper equipment at the proper time. Any special arrangement or equipment needs of the performers should be dealt with so as not to interfere with the smooth flow of the noon meal.

Checklist

1. Check background music and play at appropriate times.
2. Host all the performers.
3. Have introductions of performer, prepared for the MC.
4. Confirm when each performer will appear and reconfirm the time of performance with the performers.

MATERIALS

The sponsors are responsible for the production of a document containing all the work of the day to be given to the participants during the closing plenary. The document will include: 1) a title page, 2) a story page, 3) the economic challenges, 4) the political challenges, 5) the cultural challenges, 6) the economic proposals, 7) the political proposals, 8) the cultural proposals, 9) the songs; 10) a list of participants, 11) a list of contributors. Personnel required for this will include: two duplicator operators for the afternoon; one typist for the afternoon; four typists (one from each guild to type the challenges of their guild at the beginning of the afternoon session and the proposals at the end of the afternoon session); and between eight and sixteen persons (including the duplicator operators and the typists) for collation of the document from 4:00 to 4:45 PM.

Checklist

1. Set up Production area somewhere near the plenary hall, preferably in a place visible to participants and easily accessible.
2. Check for the following supplies: one duplicating machine (two are preferable), six reams of duplicating paper, correction material, stencils, four or more staplers, four or more rulers, four electric typewriters, forms for story page, song page and cover page (from the ICA coordinator), two extension cords.
3. Give each workshop leader a roll of masking tape and six broad tipped marking pens.
4. Be sure that the workshops are aware that they will type their own material and should appoint a typist to do that.
5. Check on the scribe for each guild who will be responsible for getting the workshop data in appropriate form to the production coordinator. (The scribe should not wait until the workshop ends to gather the material.)
6. Assemble those who will run off and collate the document.

CHILD CARE

The sponsors are responsible for the care of children during the day of the Town Meeting. Adequate staff should be available to conduct a program somewhat parallel to the Town Meeting for Adults.

Checklist

1. Check facility setup.
2. Check decor.
3. Ensure that teachers are present and prepared.
4. Provide greeters and transportation from adult facility to children's facility.
5. Conduct Children's Town Meeting, including serving of snacks and lunch.
6. Return children to adult facility for pickup by parents.
7. Clean and restore facility.