

## TAC Town Hall Planning

Updated: 4/5/2018

Event Details: The **TAC Town Hall Event will take place on 4/12/18 from 5pm to 8 pm at the South Bend Community Center**. The Discussion Topic is DeMystifying Vaping. Our Speaker is from the Washington Center for Poison Control, Arti Patel.

**Setup starts early TBD on the day of event.** Setup will be at **Noon on day of event**. Community tables setup as early as 4pm. Event doors will open at 5pm. From 5pm to 6pm there will be dinner and tabling at the event. The event will start at 6pm and go until 7:30pm which will start Q&A. Wrap up and networking until 8pm. Tear down event 8-9PM.

Item	Details	Status
Advertising, Promotion	Event Flyer created and distributed. Ad and listing in newspaper.	<b>Need help posting event flyers around towns.</b> Placed Ad in newspaper that was published Wed 4/4/18. Newspaper listing(s).
Set-up (Tables, Chairs, Balloons)	Tables and chairs to be set up and arranged before 4pm. Balloons at entrance. Flower centerpieces on tables.	Zoe drew up a floor plan for where everything to be located: speaker, panel, moderator, dinner, TAC welcome table, community tables (13 anticipated).  <b>Need people to sign up to help set up on day of event.</b>
Take Down	Everything needs to be put back into place as it was found.	<b>Need people to help put everything away and load out supplies.</b>
Set Up Supplies	Balloons, Flower Centerpieces, Gift cards for Speaker and Panelists.	Lyndsey will bring approx 30 balloons and helium. Lyndsey purchased all supplies ie tablecloths, flatware and flower centerpieces. Supplies will be dropped off to Center at Noon.
Venue: South Bend	Zoe reports the cost will be a total	Contract signed. Floor Plan

Chamber/Community Center.	of \$150.00 to rent the space. Zoe also reported there is a PA system.	drafted by Zoe.
Dinner	The committee decided on a Spaghetti dinner from Pioneer. Zoe will coordinate. Cake, punch/or lemonade, breadsticks, and salad will be served as well.	Full spaghetti dinner ordered. Ready for pickup on Thursday at 4:30pm. Zoe will get ice too. Lyndsey will bring lemonade and beverage containers.
Coffee:	Peter will look into coffee from Elixir or Timbergrounds.	
PROGRAM:		
Program Moderator(s)	Zoe will be the Moderator with Peter helping. <i>Some of the questions asked to the panel will be handpicked from local Healthy Youth Survey Data.</i>	Confirmed at planning committee meeting. Paige emailed Speaker for content/messages for Moderator questions. She will provide Healthy Youth Survey data as content for questions as well.
<b>Main Speaker:</b> Artie Patel, WA Poison Control Center	Lyndsey Owen is handling.	Zoe confirmed
<b>Community Panel</b>	Speakers will be asked to attend for a 'Community Panel' to give their perspectives and reactions to the presentation.	
1. <i>Law – Jon Ashley</i>	Zoe will do the ask.	Jon Ashley confirmed.
2. <i>School – True North</i>	Zoe will ask	Jessica Verboomen confirmed.
3. <i>Community Nurse –</i>	Zoe will ask Shelley.	Shelley Lev confirmed with Zoe.
4. <i>Tribal Education – Tony or Kim</i>	Paige will do the ask	Left voicemail for Kim
5. <i>Parent-</i>		<b>Need suggestion</b>

6. Youth –	18y.o. up to 24. will be asked to speak to help break down the cultural norm. <b>Brad, Adrienne, Lyndsey- Jessica will do the ask</b>	<b>Need suggestion</b>
TAC Welcome Table in front.	Sign-in sheets (for Match). Event and Committee Signups and Memberships. Flyers of upcoming events. <b>New: Due to DBHR Funding, this event will require detailed Participant Information Forms to be completed per person.</b> We will need to bring about 100 forms, pens and a safe storage box for this information.	<b>Need coalition members and volunteers to help this table during event to welcome attendees and have them complete a participant information form.</b>
<b>Community Tabling</b>		TAC Staff are keeping master list.
1. TAC INFO TABLE	Button Making. Flyers. Signups for Coalition Membership. Place close to the Welcome table.	<b>Need coalition members to staff this table during event.</b>
2. Big Brothers Big Sisters-	Peter will coordinate.	Confirmed
3. Pacific County Youth Alliance –	Becky will coordinate	Confirmed
4. Timberland Regional Library	Tania and Emily will coordinate.	
5. Road 2 Resiliency –	Zoe and Kelsey will coordinate.	
6. Willapa Players –	Tania will speak with Emily.	
7. Work Source –		
8. Grays Harbor Running Start –	Becky will speak with Kent.	
9. Fire Department –	Paige will ask	
10. Willapa Behavioral Health –	Becky will coordinate	

11. Health Department-	Becky will coordinate.	Confirmed and may arrive late.
12. Head Start –	Becky will coordinate.	Confirmed
13. PC Emergency Management Dept	Becky will coordinate	Confirmed