# Town Hall Meeting Guidelines

**WHO:** The Mayor and each Commissioner to host their own individual Town Hall Meeting(s)

**WHERE:** In a City facility

**WHEN:** Mayor and each Commissioner to determine their respective dates

**TIME:** Mayor and each Commissioner to determine time - 2-hour window

**RESOURCES:**

- **Agenda:** Mayor and each Commissioner to determine their specific agenda.
  - City Commission Office can print agendas, upon request
  - Staff can provide information, upon request
- **City Staffing:** Leisure Services - Facility Attendant only.
  - Other staff not required to be present.
  - Charter Officers not required to be present.
- **Other Attendees:** Mayor and each Commissioner can invite other individuals to attend or present as part of the Town Hall Meeting
  - Examples: State Representative; County Commissioner; Other Community Partners
- **Room set-up:** Leisure Services Team - chairs only.
  - Podium and microphone(s) available, upon request.
- **Greeting Table:** Table with a tablecloth and 2 chairs, upon request
- **Refreshments:** Coffee, condiments, and cups provided by Leisure Services.
  - Up to $200 per Town Hall Meeting for bottled water, refreshments, etc. to be purchased by City Commission Office.

- **Marketing:** Mayor or Commissioner's individual Constant Contact.
    - Sunrise Source weekly email newsletter, social media, City website, and flyers to be created and promulgated by the Marketing and Communications Division
- **Student Component:** Mayor or Commissioner could invite students from local schools to attend and learn about local government
    - To be coordinated by the City Commission Office
- **Photographer:** None
- **Recording:** None
- **Live Stream:** None
- **Sign-In Sheet:** None
- **Giveaways:** None