**Sample Run-of-Show for**

**Telephone Town Hall Meetings**

**DATE & TIME**

**Topic**

**Session Roles**

(Distribute a copy to everyone with a role. May need more than one person for a role or may want one person to serve more than one role.)

|  |  |  |
| --- | --- | --- |
| **Role** | **Who** | **Duties/Description** |
| Show Moderator |  | * Introduces project/session/Member * Establishes ground rules and expectations for participation * Manages the room, as necessary * Instructs attendees on how to participate * Facilitates polls/interactive components * Prompts constituents to ask questions of Member * Closes session |
| Technical Director (for telephone or online meetings or meetings involving presentations or electronic interactivity) |  | * Ensures technical aspects of the meeting are set up ahead of time and run smoothly throughout * Depending on the technical complexity, may need additional people to assist * For telephone meetings, may move questions from queue to live * For video meetings, may operate camera/smartphone * For meetings involving Facebook, Twitter, etc., may monitor and manage questions via social media |
| Screener(s) (for telephone meetings) – CMF recommends having at least 3 people prepared to be screeners |  | * Collects questions from constituents and adds them to the queue |
| Host | Member of Congress | * Welcome remarks (1 minute) * Answers questions (briefly) * Closing remarks |
| Other(s)? |  |  |

**Session Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time:** |  | **Issue Discussed:** |  |
| **Roles & Contact Information** | | | |
| **Show Moderator:** | Name, phone # | **Screeners:** | Names, phone #’s |
| **Technical Director:** | Name, phone # | **Additional Team:** | Names, phone #’s |
| **Call-In # for Team: (for telephone meetings)** |  | **Call-In # for Constituents: (for telephone meetings)** |  |

**Session Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** | **Timeframe** | **Who** | **What** |
|  | 2-4 weeks prior to first event |  |  |
|  | 2-4 weeks prior to first event |  |  |
|  | 2 days before session |  |  |
|  | 2 days before session |  |  |
|  | 1 day before session |  |  |
|  | 1 day before session |  |  |
|  | Day of session |  |  |
|  | 30 minutes before session |  |  |
|  | 20-30 minutes before session |  |  |
|  | 15 minutes before session |  |  |
|  | 2 minutes before the session start |  |  |
|  | 10 minutes before end of session |  |  |
|  | Immediately after session concludes |  |  |
|  | 2 days after the session |  |  |