

COMMUNITY LISTENING FORUM TOOLKIT

Taking Action to Support Recovery
in Your Community



840 First Street NW, Third Floor
Washington, DC 20002
202.737.0690

www.facesandvoicesofrecovery.org

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Maryland

Danya Institute/Central East Addiction Technology Transfer Center (ATTC)
Heroin Action Coalition of Carroll County
National Council on Alcoholism and Drug Dependence-Maryland (NCADD-MD)
On Our Own of Maryland
Out for Justice
Recovery Empowerment Group, Inc. (REGI)

Texas

Association of Persons Affected by Addiction
Association of Substance Abuse Programs
Communities for Recovery
El Paso Alliance
Gulf Coast ATTC
Homeward Bound
Recovery Law Institute
Recovery Today
Texas Recovers!
Center for Students in Recovery, University of Texas
Winner's Circle

Oregon

Addictions Counselor Certification Board of Oregon
Alcohol and Drug Policy Commission
Association of Oregon Community Mental Health Programs
Central City Concern
Hands Across the Bridge
Highland Access Re-entry Recovery Program
The Miracle Club
Northwest Frontier ATTC
Oregon Partnership
Oregon Prevention, Education & Recovery Association
Partnership for Safety & Justice
Recovery Association Project
Sponsors, Inc.

Florida

Delray Recovery Center
Floridians for Recovery
intherooms.com
Southern Coast ATTC

INTRODUCTION

Community Listening Forums are a new tool for strategizing and taking action on issues of concern to the recovery community. This Toolkit was developed using Faces & Voices of Recovery's experiences hosting four statewide Community Listening Forums with recovery community organizations in 2010 and 2011. The Forums helped identify and gather information about negative attitudes and discriminatory policy barriers facing people seeking or in addiction recovery; other barriers to long-term recovery; and recovery-supportive policies and programs.

Community Listening Forums are an opportunity for the recovery community to make its voice heard – raising awareness about important issues and developing support for taking action. Community-based organizations and grassroots activists have organized town hall meetings for many years to inform citizens about important issues, build support for a cause and to ignite discussion of potential solutions to problems facing their communities. The Community Listening Forum builds on this format using individual speakers who share their experiences with a Listening Panel and the audience. This Toolkit includes sample flyers, agendas, evaluations, and training materials for speakers to help you organize a Forum in your community.

Community Listening Forums are an excellent way to raise awareness of issues facing people seeking or in recovery from addiction to alcohol and other drugs. They can also help jump start or further your advocacy efforts, promote new attitudes and policies. They are a great way to bring your community together to share experiences with each other in a supportive, recovery-affirming environment.

As with any event you organize, keep in mind how important it is to learn from your experiences by taking the time to evaluate and debrief after your event. We've included a sample evaluation form to assess your Community Listening Forum. You can change it and the other sample materials to make them your own.

STEPS TO ORGANIZING A COMMUNITY LISTENING FORUM

Step 1.

Identify the Issue(s) or Campaign You Want to Highlight

No two Forums are alike. The subject area you focus on will depend on the particular issues, concerns, and advocacy priorities of your community. Forums can be held on community, regional or statewide issues. It's important to understand the demographics, distinct culture, governing structure, alcohol and other drug problems, opportunities for recovery support, and barriers to help in your community. For example, your objective could be to inform families, residents, and elected officials about the lack of resources for young people seeking recovery in your community. You may want to hold your Forum as a means of promoting new policies or increased community collaboration around this issue.

Another example could be that there's no physical place in your community where recovery community resources can be organized and recovery support services delivered, and the Forum's purpose could be to address the need for a recovery community center. And one last example is a policy barrier like not being able to get a driver's license because of a criminal justice history. It's important to consider the scope of your discussion. Some may have a statewide focus, while others could discuss the issues of a particular city or other larger or smaller community. Community Listening Forums can have a broader focus; they can be on a topic like the reality of recovery from addiction and treating addiction as a public health concern, not a criminal justice problem.

Step 2.

Form a Planning Committee

A good way to maximize the impact of your event is to form partnerships to plan and carry it out. These relationships will raise the profile of the event, increasing public awareness and attention. Your partners will also be able to help you establish the event's credibility, and in many cases secure free resources, such as audio visual equipment, space, or refreshments. All planning partners and supporters should be publicly recognized as sponsors of the event (in flyers, signs, press releases, and other written materials). Some possible partners include your local or state agency responsible for alcohol and drug services, treatment and recovery centers, Drug Courts, PTAs, physicians and hospitals, community coalitions, educators and academic institutions, and faith-based communities. You should also consider reaching out to community organizations that work on issues that overlap with recovery issues, like re-entry for formerly incarcerated individuals, HIV/AIDS, LGBT concerns, homelessness, and/or co-occurring mental health disorders. It is helpful to recruit your planning committee as early as possible. Building strong partnerships will help you plan, manage, and promote the event.

Step 3.

Decide on the Format

The Community Listening Forum is held in a town hall meeting/open dialogue format. It can be held in a variety of meeting spaces – a university or school building, a faith-based facility, a hotel, public library, or recovery community center. If you want to attract people who are working, think about scheduling it on a Saturday or evening. Plan for about 3 hours to allow time for introductions and closing remarks by your moderator, about 20 speakers with a 15-minute break, and responses from your Listening Panel.

“So some of you may be wondering, if you never talk about being in recovery, what are you doing here today? Well, something happened as I was thinking about speaking here today that made me realize I need to speak out as a person in recovery to help break stereotypes and to advocate for things I believe are important for people in recovery.”

– Listening Forum Speaker

There are four categories of participants:

1). Speakers

Identify speakers through your registration and outreach work. The speakers are the “meat” of the program. They are members of the recovery community and allies that have direct and often personal experience with the topic and issues raised. The Community Listening Forum is unique in that the speakers are the real experts and their comments are directed not only to the audience, but also to the Listening Panel. You will need about 20 speakers for a three-hour Forum.

2). Listening Panel of experts, policymakers and/or opinion leaders

To elevate the importance of the recovery stories and issues raised at your Forum, you should have a formal Listening Panel for your event. Panel members can include community leaders, State agency administrators, policymakers and Federal officials. Their primary responsibility is simply to listen. Following the testimonies of speakers, each panel member will offer a brief response highlighting key themes and overriding issues.

3). Moderator

The moderator will begin by setting the context for the event and thanking all of the parties involved in producing the Forum, including the planning partners. He or she will introduce each speaker, keep time, and generally manage the Forum. The moderator makes sure that everything runs smoothly according to your agenda. The moderator will also facilitate the responses of the Listening Panel.

4). Audience

Invite people who belong to organizations who are partnering on the Forum, people in the community, and individuals and organizations that you want to engage and work with to address the issue that is the topic for your Forum. You should expect each planning partner to do outreach to their constituents and agree to bring a certain number of individuals to the Forum.

Step 4.

Select the Place and Date

Finding the appropriate location is an important step in the planning process. In some cases, the location can help set the tone for your Forum. It's important to select a place that is easy to access for participants and (if you invite them) local media. Some ideas are churches, children's hospitals, community centers, universities and colleges, public libraries, and National Guard armories. Some locations may let you use their space for free or for a reduced rate, if you ask. The date and time are equally important and may depend on your venue's availability. When selecting a date, scout community calendars to avoid competing with other events.

Step 5.

Identify and Invite Listening Panel Members

Participation by trusted, well-respected Listening Panel members can do a lot to raise the profile of your event and give it credibility. They can also be a draw for attendance and media coverage. When you are putting together your panel, think about the issue that you will address, and what you want to get out of your Forum. Successful panels usually feature individuals with a broad range of experience, such as leaders of local recovery community organizations; leaders of organizations focused on issues that often overlap with recovery community issues (like re-entry and criminal justice reform, homelessness, HIV/AIDS, family reunification, etc.); local, State and Federal officials and policymakers; academic researchers; judges (including Drug Court judges); and individuals with clinical backgrounds (treatment providers or counselors). Be sure to include individuals in your community who have experience with the issues your Forum is addressing. Work with your planning partners and sponsors to explore personal connections and identify possible panelists. Invite potential panelists through a phone call or face-to-face meeting. Then follow up with formal written invitations and instructions.

Step 6.

Identify a Moderator

You should select a well-respected community figure, or a leader of your organization as the moderator. This person will be responsible for introducing speakers, keeping time during the Forum, and generally ensuring that the event progresses smoothly according to your agenda. Make sure that the moderator is adept at collaborating and facilitating and is not a polarizing figure, and is comfortable with community constituents and high-level officials.

Step 7.

Invite and Register Attendees

Put together an invitation list of individuals and organizations. It's important to have participants from a variety of stakeholder groups that are concerned about the issue or campaign you will be highlighting. Think about who would benefit most from attending your Forum – key civic and political leaders, treatment and recovery community leaders, parents, educators, school administrators, law enforcement officials, and public health officials. It's also important to have young people in your audience. For example, it might be helpful to identify school-based youth organizations and invite youth leaders who can help get the word out about and participate in your Forum. Set up a process for RSVPs to monitor attendance and to help recruit and organize speakers.

Step 8.

Identify, Screen and Invite Speakers

Speakers will primarily come from your pool of registered attendees. On the registration form, whether it is an electronic or paper document, include a box for people to check if they want to speak. When someone indicates a desire to speak, contact them by phone. Tell them more about the event and what sort of topics you hope to cover. Then ask them to share their stories with you. This allows you to screen speakers, and have more control over the issues discussed

during the Community Listening Forum. Thank everyone you speak with and once you have narrowed down your final list of speakers, send each a formal invitation to speak and a formal thank you to others with whom you have spoken.

Step 9.

Prepare Panelists, Speakers and Media Spokespeople

You will want to make your panelists comfortable with their colleagues and with their role.

- ▶▶ Give panelists and speakers background information — in writing — as soon as you have confirmed their participation.
- ▶▶ Give speakers Speaker Guidelines (Appendix 4).
- ▶▶ Schedule an informal orientation and preparation meeting with the panel members about 60 minutes before the Forum starts.
- ▶▶ **Note:** If you are asking young people in recovery to speak, Faces & Voices of Recovery recommends that they should have at least two years of recovery and some experience speaking publicly about their recovery.

It is also important to identify individuals who will serve as media spokespeople to provide comment for the press. They could include board members, people in long-term recovery, or citizens who can speak about the next steps to be taken.

And when I got out and got into recovery, one of the biggest barriers was trying to find employment and having to mark that spot on the application that I had been convicted of a felony. Because people don't look at you for who you are today; they look at you for who you were. And my [experience] with people in recovery is we change, immensely, you know, and we're responsible, productive members of society now, instead of irresponsible, destructive members.

– Listening Panel member

And if you guys aren't allowed to use your experience, even though you have felonies, even though you've walked a mile in those shoes, even though if you aren't allowed to use that, then something's wrong. Because as a society, we can't ask you to change your lifestyle and make a difference and then put up all the barriers to employment and the barriers to housing. We just can't do that.

– Listening Panel member

Step 10.

Staff Your Forum

It's important to identify people to help put on your Forum. Staff should be assigned to handle requests from the media, register, greet and seat members of the audience and panelists, distribute materials, record comments and questions from the audience, manage equipment set-up, and/or handle any other important logistical matters. Partner organizations can be good sources of volunteers. Make sure that you welcome and orient all of your volunteers and acknowledge them in your moderator's remarks.

Step 11.

Prepare Materials to Distribute Onsite

Prepare registration packets to distribute to attendees when they sign in. You can include speaker guidelines, agendas, Listening Panel bios, evaluation forms, and any other materials such as fact sheets about your organization and your co-sponsors/planning partners. Depending on the topic, you may want to research and distribute information about it and how people can get and stay involved.

Step 12.

Promote Your Forum

You will need to decide whether to involve the media and, if so, how. Because the subject you are focusing on may be a sensitive one, not all speakers may feel comfortable if the media is involved. If you do decide to invite the media to cover your event (as opposed to using media to promote your event) be sure to let your speakers know ahead of time to ensure the maximum comfort for all involved, especially if any minors are participating. If you plan to record the Forum, it's important to inform speakers and Listening Panel members ahead of time when you initially confirm their participation, and for your moderator to announce your intent to record the Forum at the very beginning of your event.

To get reporters to attend and write stories on your Forum, it's not enough to simply invite them; you must let them know why the event will make a good story. The first step is creating a targeted media list that includes reporters who cover beats such as health or medical issues, substance use disorders, parenting and family, or teens. Those who have reported on addiction and alcohol and other drug problems or covered other events hosted by your organization should be at the top of your list. You can call your local media outlets to identify the appropriate reporters to cover your event. Another way to identify friendly reporters is to keep track of who's writing articles or covering stories about your issues. The next step is to send an email media advisory to reporters on your targeted media list at least one week in advance. Don't forget to ask to have your event listed on their "daybooks," where all events that will be happening on a particular day are posted. The advisory should emphasize speakers and should be followed up with phone calls to reporters that you've identified. When you talk to reporters, stress the newsworthiness of your event, the local angle, and the facts behind the story.

Other Ways to Promote Your Forum

Working with your partner organizations and allies is another good way to promote and let people know about the event. Your combined outreach will increase publicity and attendance. You can send personal invitations and advertise to business leaders and parents and add your Forum to event calendars in your local newspapers by contacting their calendar editors, or by posting the Forum to their online event calendars. Another cost-effective way to promote your Forum is by posting flyers or posters throughout the community, in places such as community and treatment centers, 12-step clubhouses, coffee shops, grocery stores, faith-based institutions, public libraries, and hospitals. More and more organizations are successfully using Facebook and other social networking media to publicize events.



Step 13.

Holding Your Community Forum

To ensure a successful event, assign volunteers and staff to different tasks and make sure that you've given them the information and training they need to do their jobs.

A. Setting Up

- ▶▶ **ROOM SET UP:** Some people should arrive early to make sure the room is set up properly and make any last-minute adjustments. Make sure tables, chairs, podiums, equipment, and visual displays are ready. It may be useful to have a sound system, including table microphones for the panelists, as well as a stage or elevated panel table in the front of the room. Television and radio reporters will also appreciate having a multi box available if there is more than one microphone being used by panelists. A multi box is a place for reporters to plug their equipment and get a direct feed of all the audio through the sound mixing board.
- ▶▶ **SIGN-IN TABLE:** Set up a sign-in table, where you can collect names and contact information for everyone who attends.
- ▶▶ **SIGN-IN SHEETS:** The sign-in sheets will give you a record of attendance and ensure follow-up with all of the participants. Remember to have a separate sign-in sheet for the speakers to help you and your moderator manage the Forum and to formally thank them afterwards.
- ▶▶ **HANDOUTS:** Have packets with agendas and other materials to give to attendees.

B. The Forum

The moderator should open up the Forum by introducing him or herself, letting people know about the Forum's purpose and goals and your organization. Next, the moderator should thank everyone involved in putting the Forum together, following with introductions of the Listening Panelists. If time permits, you may want to have a brief icebreaker that will let everyone know what various constituencies are in the room. The introduction portion of the program should take no more than half an hour.

Following the introductions, begin the moderated testimonies. Allow speaker five minutes to tell his or her story. Accommodate break times for the audience; consider providing coffee, tea, water or snacks for attendees.

Conclude with the Listening Panel's reflections on the testimonies that they have heard. They may summarize key points, give their own views on the topics discussed, and/or take audience questions. End with closing remarks and next steps, if appropriate, by a member of your organization. Make yourself available afterwards for anyone seeking further information.



Step 14.

Conduct a Debrief

Ask people who attended to let you know their opinions about the Forum. You can take a few minutes at the end of the Forum to do this in the form of a moderated discussion. Be sure to include an evaluation form, as this will give you a record of who attended and what they thought of the event. No more than two weeks after your Forum, convene the key people who were involved in

planning to discuss how it went. Talk about whether you achieved your goals, how you want to put what took place into practice in the community, and what your next steps should be.

After the debrief, write up the comments from the speakers, and panel discussion, giving an overview of the Forum, summarizing the problems and solutions offered by the community and panelists. Think about what the next steps could be and develop an action plan. Some possible ideas are policy recommendations, information dissemination, or media outreach. Your report should also include clippings of any coverage your event received in newspapers, as well as scripts from any radio or TV coverage.



Step 15.

Keep in Touch and Build Recovery Advocacy

The people who came to your Community Listening Forum are an invaluable resource to continue and build your recovery advocacy work. Develop a database of meeting attendees or add them to your existing database. Keep in touch with them about future events and donor and volunteers opportunities, such as appearing before city councils or legislative hearings.

APPENDIX 1: FORUM LOGISTICS CHECK LIST

Space Set Up

- Seating
- Podium
- Microphone(s)
- Setup for recorder/note taker
- Setup for Listening Panel
- Other

Coffee/Food Setup

- Kitchen
- Coffee urns
- Tea, milk, sugar, cups, spoons, bottled water, soft drinks
- Refreshments
- Other

Registration Area

- Registration Table
- Name tags
- Sign-in sheets
- Packets (including Community Listening Forum agenda, Listening Panel brief biographies, Speakers Guidelines, evaluation forms, fact sheets about your organization, and information about your co-sponsors)
- Other

Supplies

- Signage: Directional signs, Event signage for room, Easels for signage
- Flip charts and markers
- Masking tape
- Other

Volunteers/Staff

The list of roles below can overlap, depending on responsibility and time frame.

Opening registration table: 2 people

Ongoing registration table: 1 person

Opening set up: 1-2 people

Opening set up and refreshing beverages: 1 person

Floor and stage duty: 1 person

Clean up: All hands on deck

Thank you to volunteers: take people out to lunch/refreshments or do something else to thank them and recognize them by name during the program.

APPENDIX 2: SAMPLE CONFIRMATION TO LISTENING PANEL MEMBERS

Dear **x**,

Thank you for agreeing to be a member of the Listening Panel at the Community Listening Forum at **x facility at x address in x city on x date**. The purpose of the Forum is to **x**. The Forum **will begin at x and end at x**.

The Community Listening Forum will be conducted in an open dialogue/town hall meeting format. Recovery advocates (people in long-term recovery, family members, and allies) will share aspects of their recovery stories that reference their experience with **x**. In addition, recovery stakeholders, including treatment providers; drug court professionals, representatives from related services, experts in addiction and mental illness recovery, business leaders, and policymakers will be present.

To elevate the importance of the recovery stories and issues that will be raised, we have planned a formal Listening Panel, composed of key leaders, officials, and policymakers. As a member of this panel, your main responsibility will be to simply listen to the testimonies of the speakers. At the close of the meeting, we have set aside time to include brief responses from panel members that highlight key themes and overriding issues.

Others who have agreed to serve on the Listening Panel include:

List all other panel members by name and affiliation.

We look forward to seeing you on **x** and thank you for agreeing to serve on the panel.

If you have questions or need more information, please contact **x**.

Sincerely,

Your name and contact information

APPENDIX 3: SAMPLE CONFIRMATION TO PEOPLE WHO REGISTER

Dear **x**:

Thank you for registering for **x**! In your registration, you said that you are a person in recovery from addiction/family member of a person affected by addiction/have experienced discriminatory policies or programs as a result of your addiction or recovery.

In determining who will speak at the Forum, and in what order, it will be helpful for me first to learn about what issues you might be interested in addressing. Can you start by telling me if you've had any experience with discrimination in any of the following areas?

[include information about the issues your Forum will address here]

- ▶▶ Housing and homelessness
- ▶▶ Employment
- ▶▶ Re-entry and criminal justice issues
- ▶▶ Education
- ▶▶ Family reunification
- ▶▶ Public understanding of recovery

Thank you, and I look forward to speaking with you soon.

Sincerely,

Your name and contact information

APPENDIX 4: SAMPLE GUIDELINES FOR SPEAKERS

These guidelines were developed for a Forum on discrimination. Substitute information about your Forum's purpose.

TITLE OF YOUR EVENT HERE

What will happen at the Forum?

The purpose of this Forum is to highlight instances of discrimination towards individuals in or seeking long-term recovery from addiction.

The audience will include people in recovery, family members, friends, and allies, including professionals and community leaders, business community leaders, representatives from the criminal justice system, and elected officials and policy makers. There will be participants (like you) whose primary purpose is to speak; others will be serving as listeners. What you say will have an influence on how they see addiction and recovery and the ways in which people in recovery have been and continue to be mistreated.

We will audio-tape the event in order to write a report using the stories that we hear from people like you. This will help educate policymakers and others about changes that need to be made to address these issues and remove barriers.

Each speaker will have 5 minutes to deliver his or her message.

The most effective and compelling way to talk about these issues is through personal experience. This can be done directly or indirectly (talking about the experience of a family member, friend, colleague, or client). Speaking as a person in recovery, this will entail sharing key aspects of your recovery story as they pertain to the topics. Generally, it is important that you place the emphasis on the positive aspects of recovery rather than the grisly details from active addiction.

If you are speaking as a person in recovery, here are a few suggested tips:

- ▶▶ **Suggested introduction:** "My name is _____ and I am a person in long-term recovery, which means that I have not used alcohol or other drugs for _____years." You may want to briefly mention the positive changes that have occurred as a result of your recovery.
- ▶▶ **What aspect of stigma and/or discrimination do you want to highlight?** Decide what you want to say and jot down key talking points. Practice in front of a mirror and/or with a friend or family member. Time yourself to ensure that you can deliver your story and message in 5 minutes or less.
- ▶▶ **Be authentic.** Speak from your own voice and experience. Explain what happened to you (or how you witnessed something happening to someone you know).
- ▶▶ **When speaking, it is often helpful to act as if you are having a conversation with someone you know.** The audience will be very interested in what you have to say. Speak slowly and clearly so they can appreciate every word.
- ▶▶ **Stay on topic.** Your message should be direct and simple. Eliminate any details that are unnecessary to your message or may be confusing or distracting to the audience.

► **Remember: you are putting a face and voice to recovery.** This means that you are living proof of what recovery looks like. This will be new for some people in the room. In addition to giving them important information about stigma and discrimination, you will be making a lasting impression on the positive aspects of recovery.

Here are some simple steps and a sample talk to frame your story:

1. Put a Face on Recovery: Introduce yourself.

My name is Sally Johnson and I am a person in long-term recovery. That means that I haven't used any drugs in over 6 years. Because of this, my 4 kids see their mom come home from work every night, fix them dinner, help them with their homework, and tuck them in to bed. I even have time to go to PTA meetings.

2. State the Goals: Why are you here today? What made you want to participate?

Today I am here to tell you about how I experienced discrimination directed toward me as a person in recovery.

3. Highlight the Problem: How did you experience stigma and/or discrimination because of addiction or recovery?

In 2007, my boss found out from a coworker that I was in recovery from drug addiction. When she approached me, I honestly admitted that I was in recovery for 3 years. Although I had never missed a day of work and was not previously written up, I was fired on the spot. She said that she didn't want to waste resources to train someone who would probably relapse. "Once a junkie, always a junkie" were her exact words. I was afraid to take legal action because I did not want my recovery status plastered everywhere that might cause me to lose other job opportunities.

Through a referral from a coworker, I was able to find another job and continue my outstanding work record. I am now fortunate to have an employer who hires people in recovery. Because of this, I was able to tell her about my recovery before I started working there.

4. Suggest a Solution: What would be a more suitable approach towards a person in recovery? What would need to be changed in order for this to happen?

I wish my former boss had been more knowledgeable about the reality of recovery. What she doesn't know is that many of her other employees are in recovery and that we are hard workers. Because of my recovery, I'm able to show up for work, do my job well, and be healthy.

Also, I wish there were laws that would protect me in future situations so I didn't have to worry or be secretive about something so positive in my life.

5. Explain the Greater Benefit: How would the public benefit from these changes?

If people in recovery felt comfortable and protected in the workplace, then people like me could do an honest day's work. A lot of people that I know in recovery are highly productive, reliable, honest, and good workers. We want to be valuable members in the workplace. Everyone benefits from that.

APPENDIX 5: SAMPLE COMMUNITY LISTENING FORUM PLANNING TIMELINE

Sample Community Listening Forum Timeline		
Weeks before event	Activity	Responsible party
8-12 weeks	<ul style="list-style-type: none"> Identify planning partners/co-sponsors Identify location Identify catering options – include tea/coffee, bottled waters Secure recording/transcription solution if to be recorded Setup online registration Develop content for website promotion Email information about the event to invitee list Continue to develop contacts/outreach beyond existing lists Finalize speaker guidelines Identify and invite Listening Panel members Send follow-up emails/letters to Listening Panel members Online registration live, including screening tool and inquiry re: speaking 	
4-8 weeks	<ul style="list-style-type: none"> Send another announcement to invitee list Monitor registration Finalize partner/co-sponsor list Finalize flyer with all sponsors and update web site promotion Send out final flyer and web site information to all sponsors, thanking them and asking to distribute Finalize evaluation forms Develop media plan 	
1-3 weeks	<ul style="list-style-type: none"> Site visit to look at parking; audio; seating; signage locations; kitchen; tables for listeners & registration Finalize media plan Monitor registration; personal and other outreach Draft working schedule for the day of the Forum Review working schedule Contact speakers Draft bios for listeners' panel Email listeners panel (about responsibilities and expectations) 	
One week	<ul style="list-style-type: none"> Draft press advisory Continue contacting speakers Prepare materials for Forum <ul style="list-style-type: none"> Make copies of handouts including Speaker Guidelines Name tags Table tents for Listeners Panel Registration materials and handouts Sign-in sheets for attendees and last-minute speakers 	

APPENDIX 6: SAMPLE COMMUNITY LISTENING FORUM SIGN-IN SHEET

Name of your Forum here

Sign-in Sheet

Date here

Name _____
Street Address _____
City _____ State _____ Zip _____
Telephone _____ Email _____
Organization (if applicable) _____

Name _____
Street Address _____
City _____ State _____ Zip _____
Telephone _____ Email _____
Organization (if applicable) _____

Name _____
Street Address _____
City _____ State _____ Zip _____
Telephone _____ Email _____
Organization (if applicable) _____

Name _____
Street Address _____
City _____ State _____ Zip _____
Telephone _____ Email _____
Organization (if applicable) _____

Name _____
Street Address _____
City _____ State _____ Zip _____
Telephone _____ Email _____
Organization (if applicable) _____

APPENDIX 7: SAMPLE COMMUNITY LISTENING FORUM EVALUATION FORM

Name of your Community Listening Forum here

EVALUATION

Date here

Please circle the number that corresponds to your judgment.					
	1-Strongly Disagree	2-Disagree	3-Neutral	4-Agree	5-Strongly Agree
1.	The Forum expanded my understanding on issues related to (insert the topic of your Forum here)				
	1	2	3	4	5
2.	I will use the information I learned today to talk to others about these issues.				
	1	2	3	4	5
3.	The moderator did a good job setting the tone for the day and keeping things moving along.				
	1	2	3	4	5
4.	The speakers spoke with clarity about the issues.				
	1	2	3	4	5
5.	The Listening Panel's closing comments helpfully summarized the Forum's issues and themes.				
	1	2	3	4	5
6.	The materials and resources were informative and useful.				
	1	2	3	4	5
7.	The physical space was adequate and comfortable.				
	1	2	3	4	5
8.	The Forum was well organized.				
	1	2	3	4	5
9.	I am satisfied with my overall experience at the Forum.				
	1	2	3	4	5
10.	I am interested in receiving or organizing more trainings in this area.				
	1	2	3	4	5
11.	How can we improve future Forums (materials or subject matters that need to be added)?				
12.	I have the following additional thoughts or comments:				
13.	Name (optional):				

More on Side Two

DEMOGRAPHIC INFORMATION

Please fill out the following

✓	Recovery Status: Check all that apply
	I identify as a person in recovery from addiction
	Time in recovery:
	I identify as a person in recovery from addiction and mental illness
	Time in recovery:
	I am a family member of a person in recovery
✓	Age
	18 – 25
	26-35
	36-45
	46-55
	56-65
	Over 65
✓	Race/Ethnicity
	African American
	Native American
	Latino
	Asian/Pacific Islander
	Caucasian
	Other
✓	Gender Identity and Sexual Orientation: Check all that apply
	Female
	Male
	LGBT
	<i>Thanks so much for coming!</i>
	<i>Your organization's logo here.</i>

APPENDIX 8: SAMPLE COMMUNITY LISTENING FORUM AGENDA

Name of your Community Listening Forum here
Date and Location

- 9:00 a.m. Registration and Coffee**
- 10:00 a.m. Welcome and Introductions**
Setting the Context
Name of moderator
- 10:15 a.m. Introduction to Listening Panel**
Names of Listening Panel members and their organizational identifications
- 10:20 a.m. Session One: Moderated Testimonies**
Name of Moderator
- 11:00 a.m. Break**
- 11:15 a.m. Session Two: Moderated Testimonies**
Name of Moderator
- 12:15 p.m. Summary of Key Points by Listening Panelists**
- 12:45 p.m. Adjournment**
Thank you and list of sponsors

APPENDIX 9: SAMPLE SPEAKER SIGN-IN SHEET

Name of your Forum here

Date of Your Forum here

SPEAKER Sign-in Sheet			
Name	From	Issue(s)	Notes
1.			
2.			
3.			
4.			
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6.			
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15.			
16.			
17.			

Make Your Voice Heard!

SAVE THE DATE

Statewide Community Forum

*To address discrimination
against people in or seeking long-term
recovery from addiction*

Sponsored by
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Hands Across the Bridge Project
Highland Access Re-entry Recovery Program
The Miracle Club
Northwest Frontier ATTC
Oregon Action
Oregon Health Authority (Addictions and Mental Health Division)
Oregon Partnership
Oregon Prevention, Education and Recovery Association
Partnership for Safety and Justice
Recovery Association Project
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Wednesday, February 23, 2011

10:00 am – 1:00 pm

Portland State University
Smith Memorial Student Union
Room 327/8
Portland, Oregon

To register, visit
www.regonline.com/oregonforum, or contact Eric
McDaniel at 202.737.0690 or
emcdaniel@facesandvoicesofrecovery.org for
more information.