



# 2010 Community Forums on Substance Abuse

*Sponsored by IADDA and the Southwest Coalition for Substance Abuse Issues*  
This time line is designed for Community Forums that are held in March and April

## December

- Identify and enlist the participation of area partners (treatment and prevention providers, chambers of commerce and other business leaders, schools, school principals, and other key stakeholders..)
- Identify site(s) for the Forum(s) – check availability of dates
- Propose initial dates to IADDA and local officials and confirm a date/time when legislators and IADDA staff are available. We are recommending Mondays and Fridays since these are usually not session days.
- Assemble up-to-date mailing lists for Federal and state legislators, and local elected officials (go to [www.iadda.org](http://www.iadda.org) under Government Affairs for a list of state and Federal elected officials by zip code).
- Assemble current list of local area treatment and prevention program providers
- Review IADDA legislative agenda for the year (These will be the topics of the Forum(s))

## January

- Confirm date/time/location for forum by mid-January
- Send confirmation letter to legislators confirming the date/time/place of the Forum(s). Follow-up with a phone call

## Early-/Mid-February

- Prepare cover letters to mail to local officials and service providers
- Prepare and mail follow up letters sent to state and Federal legislators outlining the topics to be discussed. Also include a copy of the Forum flyer (if they haven't already confirmed their attendance.)
- Mail cover letter and Forum flyer to all local officials
- Also mail a letter with the flyer and the list of topics to local prevention/treatment providers. Work with local treatment providers on bringing clients to the Forum(s).
- Adapt available template media advisories for your local Forum(s). IADDA will post templates to the community forum page on the IADDA website.
- Contact local media outlets to discuss a feature story about the topics that will be presented at the Forum(s). You can contact IADDA for assistance on this if you need help making the initial contact. You may want to arrange a phone interview between the reporter and IADDA staff or others who are informed about the issues.

## Late February

- Identify a moderator for each Forum
- Identify people to give testimonials at the Forum(s) related to the issues to be presented (Try to schedule one person for treatment and one person for prevention)
- Develop and confirm agenda for forum
- Send out media advisories for the Forum(s)
- Mail attendance confirmation letters to legislators who have registered and to other presenters (Provide agenda, information about topics to be discussed, directions to the Forum location)
- Apply for CEUs/CHES credits to be given after the Forum
- Prepare evaluation form and certificates

## March and April

- Set up for the Forum
  - Podium with microphone for moderator and presenters
  - Table with microphone and chairs for presenters and legislators
  - Sign-in table with nametags
  - Table for people to get certificates for CEUs/CHES

- Table for people who want to help with advocacy (Letter writing, addresses for people to contact, etc.)
  - Have press packets to give to representatives from the media/press
- Follow the agenda for the Forum
  - Stay on schedule. Remember legislators are busy people and they have other things they need to be doing after your event. Respect their time.
  - Tell each presenter in advance how much time they will have to speak
  - Remind the moderator that it is his or her job to move the event along and to keep everyone on schedule.
- Distribute and collect evaluations at the end of the Forum (Evaluations are turned in at the table for CEU/CHES credits)