

COMMUNITY FORUM

•	TASK	WHEN	BY WHOM
	Community Forum – 6:30-8:30 p.m., Wednesday, March 18, Plainfield Central High School		
	Identify site for community forum		School
	Identify date and time		School
	Establish purpose of the event		All
	Create itinerary		SWC
	Determine the number of sports that will participate		School
	Determine if food will be provided		School
	Create promotional flier		SWC
	Prepare letter inviting parents of athletes		School
	Create agenda and feedback form		SWC
	Recruit and train adult facilitators (coaches?)		School / SWC
	Recruit and train youth facilitators		School / SWC
	Identify breakout rooms		School
	Identify elected officials to invite; send letter of invitation		SWC
	Publicize event in school newsletter, website, email, etc.		School
	Submit press release		SWC
	Invite the media to attend		SWC
	Create directional signs for night of event		School
	Create registration form and determine location for registration table		SWC
	Assign people to man the registration table		SWC
	Notify agencies for resource tables		SWC
	Moderate the event		School / SWC
	Evaluation the event		School / SWC