

Separation Alberta

Giving Alberta to Albertans



Book a Meeting in Your Community

Instructions on how to organize a Town Hall meeting.

- 1) Identify and meet with at least 3 other helpers

Name: _____ Ph: _____

Name: _____ Ph: _____

Name: _____ Ph: _____

- 2) Identify a hall or meeting facility including rental cost. Contact the office to confirm a speaker for a specific date. Once the office gives confirmation, please book the meeting with at least 12 days lead time. Generally 7:30pm is a good time for a meeting from Monday – Thursday.

Hall Name: _____ Cost: _____ Contact: _____ Ph: _____

Hall Name: _____ Cost: _____ Contact: _____ Ph: _____

- 3) Identify newspapers, radio and TV. Send their phone, fax and contact person name to the office. Please indicate the date of publication and the cut off date for advertising for newspapers.

Media: _____ Contact: _____ Ph: _____

Media: _____ Contact: _____ Ph: _____

Media: _____ Contact: _____ Ph: _____

Media: _____ Contact: _____ Ph: _____

- 4) Establish a phone committee and contact as many people by telephone as possible and ask them to notify their family and friends.

- 5) The office will produce posters that you and your organizers can post around your community.

For more information view our website: www.separationalberta.com
or contact us