

Community Forums on Substance Abuse

Sponsored by Southwest Coalition for Substance Abuse Issues

This timeline is designed for Community Forums that are held in late April and the month of May.

December / January

Set date/time/location for the Forum(s)

- Identify and enlist the participation of area treatment and prevention providers in planning and implementing the Forum(s)
- Check with IADDA and local officials to set a date/time when legislators and IADDA staff are available
- Identify site(s) for the Forum(s) – Check availability on the selected dates

Assemble up to date mailing lists for

- National and state legislators
- Local elected officials and others at the local level
- Area treatment and prevention program providers

Late January / Early February

Send first letter to legislators to let them know about the date/time/place of the Forum(s)

Follow-up with a phone call

Contact IADDA to get policy initiatives for the year (These will be the topics of the Forum(s))

Late February

Prepare cover letters to mail to local officials and service providers

Prepare second letter to go out to legislators with topics to be discussed.

Prepare media advisories for the Forum(s) Contact local media outlets to find out if they will do a feature story about the topics that will be presented at the Forum(s). You can work on this through IADDA. May want to arrange a phone interview between reporter and IADDA staff or others who are informed about the issues.

March /April

Mail follow-up letters with copy of the Forum flyer to all national and state legislators. (Those who have not registered.)

Mail cover letter and Forum flyer to all local officials and prevention/treatment providers.

Encourage treatment providers to bring clients to the Forum(s)

Identify a moderator for each Forum.

Identify people to give testimonials at the Forum(s) related to the issues to be presented.

Usually have one person for treatment and one person for prevention

Send out media advisories for the Forum(s)

Mail confirmation letters to legislators who have registered and other presenters.

Provide agenda, information about topics to be discussed, directions to the Forum location)

Arrange for CEU's to be given after the Forum. Prepare evaluation form and certificates.

Late April / Month of May

Set up for the Forum

- Podium with microphone for moderator and presenters
- Table with microphone and chairs for presenters and legislators
- Sign in table
- Table for people to get certificates for CEU's
- 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.

- Try to stay on time.
- Tell presenters in advance how much time they will have to speak.
- Moderator has the job of moving things along.

Conduct evaluation at the end of the Forum. Evaluations are turned in at the table for CEU credits.