

Town Hall Meeting Guidelines:

- As a starting point for dialogue, TCG will provide talking points taken from Roundtable Conversations;
- Host one 3 hour session held between January 24 and February 15, 2011 with a date/time that works for your schedule;
- Meeting location is at your discretion – at your theatre if you have a facility, at a local coffee shop or via SKYPE;
- The size of the meeting is at your discretion, but we ask that the participants include non-staff individual artists in your area, as well as theatre staff;
- Try to include a range of performing artist disciplines – including but not limited to actors, directors, playwrights, designers and dramaturges;
- Someone should be appointed the facilitator of the conversation, and you can decide who would be the best person. It could be someone on the theatre's staff, an artist associated with the theatre, a theatre trustee or someone from your community. TCG does not expect you to formally contract a facilitator;
- Someone should be appointed to take notes and report back to TCG;
- Notify TCG if you are able to offer the option of calling in to join your meeting either via a landline or SKYPE. TCG staff will try to observe as many of the Town Hall Meetings as possible.