

Master Aging Plan Toolkit – Community Forum

To prepare for the MAP planning process, the Department on Aging held a Community Forum prior to the start of the work group planning process. The forum (sometimes referred to as the Community Kick-Off Event throughout the toolkit) had several objectives:

- Solicit community input on the focus areas of the work groups
- Increase awareness and support of the MAP planning process
- Recruit future work group members

This folder contains information that may be useful in planning for your own Community Forum. These materials may be modified to meet your own community's needs. The "Community Kickoff Presentation" power point and the "Detailed Agenda for Kickoff" are good starting points in orienting oneself to the contents of this folder.

The folder "Publicity" contains a flyer and a press release. The Department on Aging distributed these promotional materials through various communication modes, including email, newspaper, websites, and on community bulletin boards.

The "Registration Packet Documents" folder contains the information distributed to Community Forum participants, as well as the materials used by the event's organizers. The "Small Group Discussions" folder contains information that may be useful in guiding break-out sessions during an event like the Community Forum.

Finally, the "Follow Up" folder contains a press release distributed after the forum to various media outlets, as well as an "Event Summary" document. This document summarizes the results of the Community Forum and lends insight into the organization of the five work groups.