

Attachment 1  
Organizers Survey

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### Town Hall Meetings on Underage Drinking Prevention: Organizers Survey

The Center for Substance Abuse Prevention (CSAP) is interested in obtaining information about the Town Hall Meeting (THM) event that was held in your community. Results of this survey will be used to determine the impact of and to enhance future THM events. It is important to obtain information from a large number of participants to maintain quality of service; however, your participation is voluntary. Your answers to the questions will be kept private to the extent of the law and will not be associated with your name in any reports to CSAP. There are no known risks or benefits to you for participating in this survey. If you have any questions or concerns about your participation in this survey, please e-mail [eval@stopalcoholabuse.net](mailto:eval@stopalcoholabuse.net) or call 240-747-4980.

By continuing, you are consenting to participate in this survey. It will take about 30 minutes to complete. Thank you for taking the time to provide details about your participation at the THM event that was held in your community!

Please mark here if the THM event was not held	<input type="radio"/>
Please state the reason why the THM event was not held	

*If a THM event was not held in your community, please go to the last page of this survey and hit DONE.*

1. Date of THM event: MM/DD/YY

2. Location of THM event:    City     State/Territory   
AL  
AK  
AS  
AZ

(Continue through WY + Territory codes)

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3. In what venue was this THM event held?

- City/town hall
- Civic/convention center
- College/university campus
- Community center
- Courthouse
- Military facility/base
- Public library
- Public/private school
- TV studio/station
- Other (please specify)

4. How would you characterize the location where the THM event was held?

- Rural
- Urban
- Suburban
- Reservation
- Other (please specify)

5. How long did the THM event last?  # hours  # minutes

6. What organization(s) coordinated the THM event?

7. Were youth involved in organizing and/or planning the THM event?

- Yes
- No

8. Was the topic of the THM event solely on underage drinking?

- Yes
- No

9. If no, what other topics were discussed?

10. How was the THM event promoted in the community? (Mark all that apply)

- Brochures
- Calendar posting (community or other)
- Direct mailings
- E-mail
- E-newsletter/listserv
- Flyers
- Local TV
- Marquees/signs/billboards
- Newsletters
- Posters
- Press release
- Public service announcement
- Radio
- Social networking sites (Facebook, Twitter, MySpace, etc.)
- Telephone calls
- Website
- Word of mouth
- Other (please specify)

11. What was the total number of THM event attendees? (Estimates are okay)

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12. Based on the total number of THM event attendees provided in question 11, please estimate the number of THM event attendees in each age category.

# 13 years old or younger

# 14 to 18 years old

# 19 to 24 years old

# 25 to 39 years old

# 40 to 55 years old

# 56 years old or older

13. Based on the total number of THM event attendees provided in question 11, please estimate the number of THM event attendees in each gender category.

# Male

# Female

14. Based on the total number of THM event attendees provided in question 11, please estimate the number of THM event attendees in each racial/ethnic group.

# American Indian or Alaska Native

# Asian

# Black or African American

# Hispanic or Latino

# Native Hawaiian or Other Pacific Islander

# White

15. In what language(s) was(were) the THM event conducted? (Mark all that apply.)

English

Spanish

Other (please specify)

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16. Which of the following was a feature of the THM event? (Mark all that apply.)

- |  |   |
|--|---|
| <input type="radio"/> Breakout sessions      | <input type="radio"/> Panel discussion                            |
| <input type="radio"/> Dance presentation     | <input type="radio"/> Power point presentation                    |
| <input type="radio"/> Drama presentation     | <input type="radio"/> Question and answer period                  |
| <input type="radio"/> DVD/video presentation | <input type="radio"/> Small group discussion                      |
| <input type="radio"/> Keynote speaker        | <input type="radio"/> Testimonials                                |
| <input type="radio"/> Large group discussion | <input type="radio"/> Other (please specify) <input type="text"/> |

17. Did you use any material(s) from [www.stopalcoholabuse.gov](http://www.stopalcoholabuse.gov) for the THM event?

- Yes  No

18. If yes, what material(s) did you use? (Mark all that apply.)

**How To**

- Community Briefing Prevention Toolkit: Town Hall Meetings
- First Steps: Examples to help you decide on your meeting scale
- Getting Started: Suggestions for organizing your planning committee
- Planning the Town Hall Meeting: Checklists for ensuring a successful event before, the day of, and after your meeting
- Meeting Facilitation: Facilitator's checklist for keeping your meeting on track
- Media Outreach: Quick tips on using a media advisory, pitch letter, news release, and public service announcement to encourage coverage
- Talking Points for a PowerPoint Presentation: Key information for promoting a meeting, in presentation sequence
- Key Facts: Talking points to use in raising awareness about underage drinking and its consequences

**Customizable**

- Sample Panelist Invitation Letter: Template for inviting people to serve on a discussion panel
- Sample Media Advisory: Template for alerting the media to your upcoming meeting
- Sample Pitch Letter: Template for encouraging media coverage of your meeting
- Sample News Release: Template for providing the media with complete information for their coverage of your meeting
- Sample Poster/Flyer: Template for advertising your upcoming meeting

**Handouts**

- Underage Drinking: Facts vs. Myths (2 pages)
- Tips for Teens: The Truth About Alcohol (2 pages) [<http://ncadi.samhsa.gov/govpubs/ph323>]
- Reach Out Now Family Pages (4 pages)

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**Background**

- The Surgeon General's Call to Action To Prevent and Reduce Underage Drinking
- The Surgeon General's Call to Action To Prevent and Reduce Underage Drinking: What It Means to You—A Guide to Action for Communities
- Llamado a la acción del Cirujano General para prevenir y reducir el consumo de alcohol por menores de edad: Lo que significa para usted—Guía de acción para las comunidades
- The Surgeon General's Call to Action To Prevent and Reduce Underage Drinking: What It Means to You—A Guide to Action for Families
- Llamado a la acción del Cirujano General para prevenir y reducir el consumo de alcohol por menores de edad: Lo que significa para usted—Guía de acción para las familias
- Focus on Prevention (Practical tips on engaging communities in underage drinking prevention)

**Federal Websites/Resources**

- Substance Abuse and Mental Health Services Administration (SAMHSA), <http://www.samhsa.gov>
- SAMHSA's Health Information Network, <http://www.samhsa.gov/shin/>
- Too Smart To Start, <http://www.toosmarttostart.samhsa.gov>
- National Institute on Alcohol Abuse and Alcoholism, <http://www.niaaa.nih.gov>
- Alcohol Policy Information System, Highlight on Underage Drinking, [http://www.alcoholpolicy.niaaa.nih.gov/index.asp?SEC={DA5E054D-FB8E-4F06-BBBC-6EED9F37A758}&Type=B\\_BASIC](http://www.alcoholpolicy.niaaa.nih.gov/index.asp?SEC={DA5E054D-FB8E-4F06-BBBC-6EED9F37A758}&Type=B_BASIC)
- The Cool Spot: The Young Teen's Place for Info on Alcohol and Resisting Peer Pressure, <http://www.thecoolspot.gov>
- College Drinking: Changing the Culture, <http://www.collegedrinkingprevention.gov>
- Other (please specify)

19. Who participated in the presentation at the THM event? (Mark all that apply)

- |  |   |
|--|---|
| <input type="radio"/> Alcohol beverage retailers | <input type="radio"/> Medical professionals                       |
| <input type="radio"/> Business leaders           | <input type="radio"/> Parents                                     |
| <input type="radio"/> Community leaders          | <input type="radio"/> Prevention specialists                      |
| <input type="radio"/> Education professionals    | <input type="radio"/> Public health officials                     |
| <input type="radio"/> Human service staff        | <input type="radio"/> State elected officials                     |
| <input type="radio"/> Law enforcement officials  | <input type="radio"/> State Governor's Spouse                     |
| <input type="radio"/> Legal professionals        | <input type="radio"/> Youth                                       |
| <input type="radio"/> Local elected officials    | <input type="radio"/> Other (please specify) <input type="text"/> |





26. Overall, how satisfied are you with the training you received?  
 Very satisfied    Somewhat satisfied    Somewhat dissatisfied    Very dissatisfied
27. To what extent has the training you have received improved your capacity to provide effective (underage drinking) prevention services?  
 A great deal  
 Somewhat  
 Not very much  
 Not at all  
 Not applicable
28. To what extent have the training recommendations you received most recently been fully implemented?  
 Fully                       Partially                       Not yet begun
29. Did you request technical assistance (TA) in planning this THM event?  
 Yes                               No  
(Continue to question 30)      (Skip to question 34)
30. If yes, how did you request the TA? (Mark all that apply.)  
 Called the THM technical assistance hotline (240-747-4980)  
 E-mailed [info@stopalcoholabuse.net](mailto:info@stopalcoholabuse.net)  
 Other (specify = text box)
31. Overall, how satisfied are you with TA you received?  
 Very satisfied    Somewhat satisfied    Somewhat dissatisfied    Very dissatisfied
32. To what extent has the TA you have received improved your capacity to provide effective (underage drinking) prevention services?  
 A great deal  
 Somewhat  
 Not very much  
 Not at all  
 Not applicable
33. To what extent have the TA recommendations you received most recently been fully implemented?  
 Fully                       Partially                       Not yet begun

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34. Please share with us any other important features or reactions to the THM event.

35. Did your organization collect data about this THM event?

Yes  No

36. If yes, would you be willing to share those data with CSAP?

Yes  No

If yes, please submit the data along with a data codebook to the following address:

[eval@stopalcoholabuse.net](mailto:eval@stopalcoholabuse.net). If you have any questions about submitting data on this THM event, please e-mail [info@stopalcoholabuse.net](mailto:info@stopalcoholabuse.net) or call 240-747-4980.

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Done

Cancel