

Attachment 6

Reminder E-Mail to Organizers—Organizer Survey

**From:** <rena.agee@icfi.com>

**Sent:**

**To:** <E-mail address of community-based organization contact>

**Subject:** Town Hall Meetings on Underage Drinking Prevention—Organizer Survey

Dear <Name of community-based organization contact>:

Thank you for hosting a <Year> Town Hall Meeting on Underage Drinking Prevention, as sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA).

In an effort to evaluate and improve the Town Hall Meeting Initiative, SAMHSA has created an online survey to collect information about your event. As of today, we have not received your response.\*

Please take a few moments to click on the link below, which will connect you to an online survey to record information about your event.

<Insert URL.>

This link is uniquely tied to this survey and your e-mail address. Please do not forward this message.

**Please respond to the survey by <Date>.**

It will take you about 20 minutes to complete, and your responses will be kept confidential in any reporting. SAMHSA will use your input to assess how communities implemented this national initiative and to enhance any future Town Hall Meeting initiatives. This is your opportunity to tell us about your Town Hall Meeting and how SAMHSA can better use these events to support community-based prevention.

If you have any questions about completing this survey, please e-mail Rená Agee, Town Hall Meeting Assessment Coordinator, at [rena.agee@icfi.com](mailto:rena.agee@icfi.com).

Thanks for your participation!

Underage Drinking Prevention Education Initiatives  
[info@stopalcoholabuse.net](mailto:info@stopalcoholabuse.net)

*\*If you have not yet held your meeting, please keep this e-mail and complete the survey promptly after your event.*

If you do not wish to receive further e-mails from us,  
please e-mail [info@stopalcoholabuse.net](mailto:info@stopalcoholabuse.net),  
and you will be automatically removed from our mailing list.