

**From:** <Contracting Officer Representative>

**To:**

**Subject:** SAMHSA Invites You To Host a <Year> Communities Talk Town Hall Meeting

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Dear <Name of community-based organization contact>:

On behalf of the Substance Abuse and Mental Health Services Administration (SAMHSA), I invite you to participate in <Year> Communities Talk: Town Hall Meetings to Prevent Underage Drinking.

SAMHSA, as the lead agency for the Interagency Coordinating Committee for the Prevention of Underage Drinking, has sponsored these events every two years since 2006 as a way to educate communities about underage and high-risk drinking and mobilize them to take evidence-based actions at local, state and national levels.

Your organization is invited to register to participate and benefit from a **\$XXX planning stipend**. A limited number of stipends will be distributed on a first come, first served basis.

We also are providing free online resources for planning, promoting, and conducting a successful meeting at our enhanced [Communities Talk Website](#). SAMHSA's key expectations for organizations agreeing to host a <Year> event are as follows:

- Conduct one or more Communities Talk event(s) on underage drinking prevention, preferably in <month> .
- Enter your event details in our online registration database, which will automatically include your event in our interactive Communities Talk state map and locator map.
- Involve as many different community sectors as possible in your event. We particularly encourage youth involvement in planning and conducting a Communities Talk event.
- Document your Communities Talk event and planned follow-up activities by completing the online Organizer Survey after your event is held. A link to the survey will be provided to you later.

We ask that you confirm your participation as soon as possible, but no later than **10 business days** from the date of this message, by registering using your unique URL:

<Insert URL.>

#### *Quick Tips for Registration*

- Register to receive your planning stipend even if you do not know when and where your event will take place.
- Save your log-in information in a safe place, as you will need it to create your profile, submit your event and share your event story.
- Read the [3 Steps to Completing Your Town Hall Meeting Profile](#).

For more information, read the [frequently asked questions and answers](#) on the Communities Talk website, email [info@stopalcoholabuse.net](mailto:info@stopalcoholabuse.net) or call our toll free information line (866) 419-2514.

I look forward to your participation.

Sincerely,

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Contracting Officer Representative, Underage Drinking Prevention Education Initiatives  
SAMHSA