**Town Hall Schedule 2020-2021**

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| **Town Hall** **(Name and Date)** | **Tasks (includes who is in charge of each task)** | **Timeline/Due Date** |
| Police Town Hall (11/16/20) | 1. Get information on Head of Police (if the position is still open, what can we do to influence it, etc) - *Possibly Betty/Jessica*
2. Create Registration Form/Flyer - *Commissioners assigned*
3. Send reminder emails to those who register - *Commissioners assigned*
4. Advertise on social media and Newsletter - *All commissioners (Newsletter will be done by Commissioner Ghosh)*
5. Create Slidedeck - *Commissioners assigned*
6. Take notes during the event, work on writing the deliverable after the event - *Commissioners assigned*
7. Create surveys for the end of the event, figure out what can be improved upon for the next town hall - *Commissioner Ghosh*
 | *October 2020**Beginning of October 2020**Beginning of November 2020**October 2020 - November 2020**Beginning of November 2020**Event day - December 2020**November 2020 - December 2020* |
| Environment Town Hall (2/8/21) |  |  |
| Youth Master Plan Town Hall (5/10/21) |  |  |