



Alcohol  
and Drug  
Foundation

PREVENTING HARM IN AUSTRALIA



# How to run a forum.

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An Australian Government Initiative

# How to run a forum.

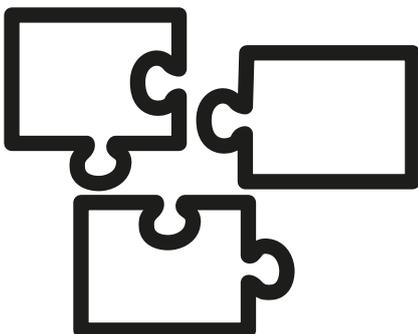
So you want to organise a forum in your community about methamphetamine ('ice') and/or alcohol and other drugs (AOD). To make it easier for you, we've prepared this 10-step guide to help.

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## Step 1: Plan

It takes time to plan a well-run event. Think about the kind of event you want:

- a larger forum (which needs greater promotion)?
- a one-off event?
- a series of more informal, smaller ‘community conversation’ type events?

**It’s important to ensure you are meeting a need in your community so that your event will be supported.**

When setting the date, we recommend you allow 10 weeks preparation time prior to your event. It’s important to have a group of helpers/colleagues/committee members/friends to share the workload. If there are not a lot of hands to help you, you would be wise to keep the event smaller. You might want to establish a checklist like the one below of the essential tasks that need to be completed in the 10 weeks to help you plan. (Items in this list are expanded on in subsequent steps.)

### 10 weeks out

- Make contact with your local government agencies (e.g. council, police, local community health centre, etc.) to find out what support they may be able to provide.
- Encourage involvement from experts and leaders in your community.
- Find and book a suitable venue that will accommodate your audience, has access to the technology you need, is centrally located, and is accessible by public transport or has ample free parking available. It is recommended that you visit the potential venue(s) in advance to run through details of your event with them and ensure the venue meets all your needs. See also *Step 3: Book a suitable venue* on page 7. Check that the venue has public liability insurance.
- Confirm that your selected event date is suitable – think about school and public holiday periods, other local community events, similar events that have been held in the area or close by, and when speakers are available.
- Create an event flyer and running order. We have provided ADF templates as a guide. See *Step 8: Useful resources and templates* on page 10.

## 6 weeks out

- A minimum of 6 weeks is recommended for promoting your event and generating your audience.
- Approach possible speakers and panel members (such as your local AOD treatment services) and confirm their involvement and availability to present and to answer audience questions at your event. Think about who could be a good master of ceremonies (MC) for your event. See *Step 5: Find a suitable MC* on page 8.
- Make sure all your speakers have good content knowledge on ‘ice’, alcohol and other drugs. It is important that the speakers are aligned in their messaging and that they will stay ‘on message’ and that their messages all align with each other. i.e. it will not inadvertently inflame the issue in the community. (This is particularly important when involving police, ambulance workers, politicians and the media.)

Key messages could include:

1. Be informed about methamphetamine (and AOD).
2. Know that help is out there for individuals, friends and families – and where to find it.
3. See the person, not just the drug (this relates to addressing stigma and promoting connectedness and social inclusion in communities).
4. Understand we’re all in this together – communities can work together and implement primary prevention programs and activities to prevent harms from AOD use.

Consider involving 2–3 expert speakers from:

- Local community AOD and mental health services
- Local non-government AOD services
- Local Aboriginal health services
- Victoria Police
- Alcohol and Drug Foundation
- Local youth services
- Family Drug Help
- Harm Reduction Victoria.

Start promotion of the event by sending out emails/invitations and setting up a free Eventbrite (or similar) page to track RSVPs and attendee details. This more formal approach encourages people to commit to attending.

For more details and help for setting up an Eventbrite event, please see video tutorials and help at [www.eventbrite.com/support/GettingStarted](http://www.eventbrite.com/support/GettingStarted). See *Step 2: Seek local support* on page 6.

Order any resources you want for the audience at the event from the ADF.

Book catering if you are planning to provide refreshments.

## 2 weeks out

- Circulate the *Key Messages* and the final running order to the relevant stakeholders. Emphasise the importance of sticking to these at the event. You can also send the ADF sample speaking notes. See *Step 8: Useful resources and templates* on page 10 to any expert speakers – these notes can be amended to fit your local area.
- See how your attendee numbers are going (on Eventbrite or similar) and compare them with the seating availability at the venue.
- Check that your resources have arrived and follow up if they haven't.
- Contact media and other supporters and ask them to promote the event and/ or send reminders to their networks. See *Step 7: Utilise the media* on page 10.

## 1 week out

- If catering is being provided, confirm final numbers with the caterer.
- Check with your speakers to see if their presentations are ready so you can load them on to a USB stick and take it along on the day in case they forget theirs.

## 2 days out

- Print all documentation required (including evaluation forms).
- Have any resources and stationery on hand and packed.
- Contact all suppliers (audiovisual, catering, venue, etc.) to ensure everything is in hand.
- Ensure that the system you are using for event registration (Eventbrite or similar) is closed prior to the event day.
- Check in and confirm final details of the event with your MC, speakers and panel members.
- Prepare thank-you gifts.

## Event day

- Print final registrations from your registration system and adapt them to make a sign-in sheet.
- Do a final check of all event documentation (running order, speaker notes, panel member contact details, etc.).
- Pack your vehicle and ensure you arrive at the venue in time for set-up with your helper(s).
- Check all technical elements with the venue (PowerPoint, laptop, speakers, microphones, etc.) and ensure everything is in working order.
- Set up seating. Place any documents/evaluation forms/brochures, etc. on seats or have them available at the registration desk.
- Ensure set-up is completed at least 15 minutes prior to scheduled guest arrival.
- Keep an eye out for any media and introduce yourself.
- Make sure attendees know if media is present and ensure that, if you are filming/taking photos, the audience is notified so they can choose to sit out of camera/lens view if they so desire.
- Follow your running sheet and make sure the event runs to schedule and finishes on time. Encourage attendees who have further questions to stay on and ask their questions of speakers, but let them know it is important to finish on time.
- Collect evaluation forms as attendees are leaving.
- Pack up and account for all your supplies prior to departing.
- Touch base with your venue contact prior to your departure.

## After the event

- Add any attendees who did not register but signed in at the event to the Excel spreadsheet that you exported from the registration system (e.g. Eventbrite) so you have a full list of attendees.
- Send thank-you letters to key stakeholders, panel members, speakers, etc.
- Send a thank-you email to attendees (as required and where you have email addresses).
- Ensure invoices are paid in a timely manner.

## Step 2: Seek local support

For your event to be successful and community-driven, it is important to involve local stakeholders and seek their support. These organisations and people can also help promote and publicise your event.

1. It is recommended that you contact and involve your council/local government area (LGA). They may be interested in hosting the forum by providing a suitable venue with the appropriate technical equipment and adequate seating for expected audience, and may also be able to assist with catering. The mayor and/or councillor(s) may be interested in hosting the event and officially opening the forum with a welcome. State and federal members may also be interested. Contact your local Aboriginal cooperative if you would like a 'Welcome to Country'.
2. Your council/LGA can email your promotional flyer or sample template email about your forum to their networks, and may be open to the idea of including details of your forum on their website/ official calendar of events.
3. Contact the primary and secondary schools in your area to advise them of your forum and email details to parents via their newsletters, etc.
4. Contact your local Good Sports Project Officer and request that they email all Good Sports clubs in the area.
5. Contact your local police to request that they send out information to their networks.
6. Print A3 versions of your promotional flyer and ask local businesses if they will display a copy in their shop window.
7. Please note that the ADF offers grants to Local Drug Action Teams related to projects/events specifically about methamphetamine – more details can be found at [adf.org.au/funding-and-grants](http://adf.org.au/funding-and-grants). Some councils, organisations and philanthropic charities such as Rotary and Lions Clubs offer grants related to AOD work that could prove to be a good source of funds. See *Step 8: Useful resources and templates* on page 10 for a sample letter you can use to approach your local councils, businesses, organisations, etc.

## Step 3: Book a suitable venue

There are a number of important factors to consider when planning the venue for your event.

1. Ensure the venue has adequate and accessible seating that will accommodate all guests, including those with particular access needs (e.g. is there a ramp or lift access to the building?).
2. Is the venue close to public transport? Does it have enough free parking?
3. Ensure the venue has these technical facilities available:
  - a. a data projector and screen to play your PowerPoint presentation
  - b. a sound system and relevant cables to be able to play videos off your laptop
  - c. a laptop you can use, or check that you are able to bring your own
  - d. microphones for speakers/panel members and the audience
  - e. Wi-Fi if you need it.
4. Does the venue have an area where you can set up a registration desk?
5. Is there an in-house or preferred caterer (if you are providing catering)?

*Note: Local council buildings can often be useful and neutral locations, and in some cases the council will even provide free venues/catering.*

## Step 4: Engage local experts

Make sure you brief your speakers/panel members well in advance of the forum to clarify the content of their presentation and ensure it is in line with the Key Messages on methamphetamine.

Provide the speakers with the ADF sample speaking notes and check the speakers' slides/ text. If they vary from the template, ask them to adjust their presentation so that their information is correct and aligns/flows with the rest of the forum.

## Step 5: Find a suitable master of ceremonies (MC)

Having a good MC is crucial to the success of a forum. The MC will take care of introductions, set the agenda and pace of the forum, handle the audience and keep things running on time. He or she will also create the mood of the event in terms of language used, humour and tone.

It is recommended that you find someone who has a strong presence, has experience in public speaking/running groups, and is knowledgeable about AOD. It is important that this person knows how to handle difficult questions and situations that may arise during the forum, e.g. audience members becoming upset or angry. If media representatives are present, the MC will need to ask them to respect audience privacy and let attendees know so they can remove themselves for photos etc. if they so desire.

Try contacting the following to find a suitable MC:

- local government agencies (such as councils)
- Local Drug Action Team
- AOD/youth organisations.

### Troubleshooting difficult situations that could arise

Just as we encounter different personalities in life, we can expect to meet them at a forum. Here is some advice for the MC on how to handle such people.

1. If you have a person who is dominating discussion, be polite and respectful but firm.  
Acknowledge and thank them for their contribution and state that time is running short and we need to hear from everyone. You might also suggest that they come and talk to organisers and/or panel members when the forum concludes.
2. Within any type of forum or group there is the potential for people to become emotional, and sometimes this can be scary and confronting for the MC and members of the audience.  
Where possible, try to defuse the situation by speaking calmly and quietly – acknowledge the person's concerns and assist where possible. Local support organisations could be approached in advance and invited to be present to help audience members.

## Step 6: Promote the event and build your audience

The ADF in general does not recommend that young people under the age of 18 be present at forums that are better directed at adults, such as methamphetamine forums, so please make this clear on your invitation/flyer/promotional material.

We encourage you to call and email your networks in the community to help promote your event. See also the ‘6 steps to planning community alcohol and drug projects’ resource at [adf.org.au/wp-content/uploads/2017/02/6-steps-to-planning-community-aod-projects.pdf](http://adf.org.au/wp-content/uploads/2017/02/6-steps-to-planning-community-aod-projects.pdf)

These might include local councils as well as:

- local Aboriginal Medical Services and cooperatives
- local AOD and mental health services
- police e.g. crime prevention officers, local youth services, Family Drug Help, local non-government AOD services
- Department of Health and Human Services
- homeless support organisations
- Harm Reduction Victoria
- sporting clubs
- schools
- local radio and print media.

### Additional tips

- Keep an eye on your attendee numbers and ensure you have adequate seating available.
- Keep in mind as a general rule that there may be 20% no-shows and 10% walk-ins.
- Speak to the venue about accessing additional seating if required.
- Provide accessible seating and ensure you have accessible access to the stage if required by a speaker.
- If you are providing catering, remember to allow for special dietary requirements (estimate 10% vegetarian and 10% gluten-free of your total audience number).

## Step 7: Utilise the media

Contact your local radio station(s)/print media to advise them of the event and check whether they are interested in doing a story in the lead-up to it. Media coverage is a great way to increase the impact of your event.

You can use the sample media release on the [ADF website](#) and tailor it to your forum. Follow up by phone after you have sent the media release. Should the media outlet wish to do a live interview with you—be prepared. Put together two or three key messages you would like to get across, including promotion of your event. If it's a print or pre-recorded message ask to repeat, reword, re-record your point if your not happy with what you said the first time around.

It is important to note that if media will be in attendance at your forum and will be taking photographs and/or filming, your MC will need to ask the media to respect the privacy of the audience, and advise the audience so they have the option to move to a seating location out of shot if they desire.

We suggest that people aged under 18 don't attend methamphetamine events. If an individual under the age of 18 attends your forum and is photographed by an official photographer, that person's parent or guardian must give consent for the image to be used. A participant photo release form can be found on the [ADF website](#).

## Step 8: Useful resources and templates

In the appendices, we have provided templates in this booklet that you can adapt and use for your own event.

- Appendix 1.** Invitation, page 13
- Appendix 2.** Running order, page 14
- Appendix 3.** Speaking notes, page 15
- Appendix 4.** Evaluation form, page 20
- Appendix 5.** Event report, page 22
- Appendix 6.** Event day pack list, page 23
- Appendix 7.** Further resources, page 24

## Step 9: Evaluate your event

An important step in assessing the effectiveness of your event is to find out what people thought of it. This information will be valuable to you if and when you conduct another forum or community event. Please use the template provided on page 20.

### Key points

- Evaluation forms are best placed on seats on the night. ADF experience has shown that it is hard to get people to complete online surveys.
- If you can, provide pens for filling in the forms.
- The MC needs to specifically mention how important it is for audience members to fill out an evaluation form at the end of the event and to ask them to leave it on their seat when they depart the premises.
- Make sure the contact details of all willing attendees are collected at the event or through registration (such as full name, organisation, email address) so that you can follow up after the forum and provide information about other community events.

## Step 10: Follow these key tips for running a successful event

1. Ensure the event starts and finishes on time. Arrive in time to set up the venue and ensure the technical equipment is working, including checking whether the computer is a PC or a Mac, any possible compatibility issues, and that the sound system and microphones are working well.
2. Make sure people can find the venue (use signage if you need to) and that they can find the registration desk to sign in and be welcomed.
3. Test any PowerPoint slides prior to commencing the event and ensure you have a back-up copy of the slides on a memory (USB) stick in the event that the original copy does not work. Do not rely on speakers bringing their own slides on the day.
4. Make sure your speakers and panel members are aligned with the key messages of the forum.
5. Confirm the attendance of your host, MC, speakers and panel members on the day of the forum.
6. Ask your speakers to arrive at least 30 minutes prior to commencement of the forum so they can be introduced to the MC, host, etc. and to ensure there are no last minute changes or cancellations.
7. Have a back-up plan in case one of your speakers doesn't arrive.
8. Check that your speakers' presentations are the same as the ones earlier supplied and that they are loaded successfully onto the laptop to be used during the forum.
9. Double-check the MC's script for speaker names and/or names of panel members, titles, etc. Make sure the MC knows who to thank on your behalf if you are not doing this.
10. Remind/encourage attendees to hand in their evaluation forms or leave them on their seat when they depart.
11. Keep a record of any audience questions that are raised during the Q&A session, and who on the panel responds, to include in your event report.
12. Ensure the venue is left in the same state in which it was when you arrived and that you check in with your venue contact regarding security procedures prior to departure.

## Appendix 1: Invitation

The *(Host organisation)*, in partnership *(names of partners)*, is hosting a forum in *(Name of town)* to help our community get the facts about methamphetamine or ‘ice’ use.

Experts in drug prevention and treatment will help you understand some of the issues you might have heard about ‘ice’ in the media, and provide you with evidence-based information about the drug and where to seek help, support and treatment in your local community. Come along and be informed about the drug and see how you can help reduce drug use in your community.

### Who should attend?

Drug issues can affect anyone, from any walk of life, and almost all of us know someone who has been impacted by drugs in some way, so you are welcome and encouraged to attend. Content is aimed at adults (over the age of 18).

### Why should I attend?

- Be informed about ‘ice’ and other drug use.
- Cut through rumours and misinformation about methamphetamine and other drugs.
- Lead by example. Find out how you and those around you can help work on dealing with ‘ice’ impacting your local community.
- Have your questions answered during a panel discussion where the audience will be encouraged to ask questions of our panellists.

### How do I register?

Please go to *(insert link)*

### Forum details

**Date:**

**Time:**

**Location:**

*Refreshments will be provided.*

If you have a website, include the URL

Partner logo

Partner logo

## Appendix 2: Running order

*[insert location name, venue and date]*

### Community education messages

#### Purpose

To educate the local community to:

1. Be informed about methamphetamine (and alcohol and other drugs).
2. Know that help is out there for individuals, friends and families – and where to find it
3. See the person, not just the drug (this relates to addressing stigma and promoting connectedness and social inclusion in communities)
4. Understand that we're all in this together – communities can work together and implement primary prevention programs and activities to prevent harms from AOD use.

### Example format

6.00pm – 6.30pm	Audience registration and refreshments
6.30pm – 8.30pm	Forum (Four main themes)
8.30pm	Formalities conclude
8.30pm – 9.00pm	Bump-out

### Example speakers

- Local host
- Master of ceremonies
- Expert presenter/speaker
- Treatment expert presenter/speaker

#### Panel/Q&A:

- Police/crime prevention officer
- Local drug agency/youth service speaker
- Community/family support representative

### Example of services present to give information and support

Local AOD and mental health services	Local Aboriginal health services
Police/crime prevention	Harm Reduction Victoria
Local youth services	Family Drug Help
Local non-government AOD services	Department of Health and Human Services
Homelessness Services	

## Appendix 3: Speaking notes

*[insert location name, venue and date]*

### Host welcome

5 mins (6.30pm – 6.35pm)

Name:	Full name
Title:	Title
Organisation:	Organisation

### Speaking notes

- Introduction and welcome  
*(and on behalf of the city/council name and/or other organisation as appropriate)*
- Acknowledgement of land/country

#### Traditional owners:

At all forums or formal gatherings it is customary for the first speaker to pay respect to the traditional owners with appropriate acknowledgement. An example of such text is: ‘Welcome to *[insert event title]*. I would like to begin by acknowledging the traditional owners of this land, *[insert traditional owners]*, on whose land we meet, and to pay my respects to their elders past and present’.

#### Elders:

It is customary for the first speaker at a forum to pay respect to Aboriginal elders of the area and those present, in a similar manner to how one acknowledges the presence of councillors, MPs, dignitaries, etc. Acknowledgement of past and present elders usually follows the acknowledgement of traditional owners (*see above*), or can be said separately. It should be done at public forums and in meetings. Elders should be acknowledged by name or, if the identity of all elders is not known or is not clear, the speaker should be inclusive by acknowledging ‘any Aboriginal elders who join us today’.

- Acknowledge other VIPs in attendance, e.g. local member
- Introduce key community members in the audience
- Thanks to those involved in organising the forum
- Housekeeping (bathrooms/exits/mobile phones off)
- Now, please make welcome the master of ceremonies, *full name, title, from organisation*.

## Speaking notes (cont.)

### MC introduction + first speaker

5 mins (6.35pm – 6.40pm)

Name:	Full name
Title:	Title
Organisation:	Organisation

#### Speaking notes

- Thank you host name for that warm welcome. On behalf of *name of organising group* we would like to thank *the city/council name or similar* for their generous support in bringing the forum to your community. We would also like to thank our funder (*funder name and acknowledge the contributions from other partners*) (e.g. venue, local services, speakers and others involved) in making the forum happen. Finally, thank you all for coming out tonight and showing your support to help us tackle these issues with you in your community.
- I understand there *are/are not* media present here today. [*If there are media present:*] Please ensure that if you are taking photos or filming that you are sensitive to the event. Audience members who do not want to be featured – please make sure the media reps know that. Thanks for your assistance.
- This evening’s forum will include a *insert duration* introduction about methamphetamine (‘ice’), alcohol and other drugs presented by three expert speakers, followed by more details about what your community can do, and will end with a panel of specialists who are here to answer your questions.
- I would now like to introduce our first speaker for the evening: *full name of speaker, and a sentence or two about his/her background and relevant work/achievements*. Please make *him/her* welcome.

### Speaker 1

15–20 mins (6.40pm – 6.55pm)

Name:	Full name
Title:	Title
Organisation:	Organisation

#### Speaking notes

- ‘Ice’ and AOD statistics
- What is ‘ice’?
- How does it work?
- Short- and long-term effects

### MC introduces second speaker

30 seconds

Name:	Full name
Title:	Title
Organisation:	Organisation

#### Speaking notes

Thanks again, first speaker name, for those great insights. I'd now like to introduce *title, full name (speaker 2) from organisation*.

### Speaker 2

10–15 mins (6.55pm – 7.10pm)

Name:	Full name
Title:	Title
Organisation:	Organisation

#### Speaking notes

- Understanding dependence and treatment
- How to have a conversation with/support someone who may have an ice/illicit drug-related issue, including friends and family

### MC introduces video

30 seconds

Name:	Full name
Title:	Title
Organisation:	Organisation

#### Speaking notes

Thank you, *speaker 2 name*, for sharing your expert knowledge with us this evening. Now we are going to have a look at a DVD that was created for this project. It addresses the stigma around 'ice' users and will look at someone who has gone through treatment, a parent, a drug and alcohol expert and someone who works with Aboriginal communities.

### DVD projector/screen

10 mins (7.10pm – 7.20pm)

## Speaking notes (cont.)

### MC introduces third speaker

30 seconds

Name:	Full name
Title:	Title
Organisation:	Organisation

#### Speaking notes

Thank you so much to the ADF for that inspiring film, and now we would like to introduce our next speaker, *title, speaker 3 name from organisation*, to talk about what we all can do.

### Speaker 3 (ADF)

20 mins (7.20pm – 7.40pm)

Name:	Full name
Title:	Title
Organisation:	Alcohol and Drug Foundation

#### Speaking notes

Speaker to talk about primary prevention and programs that can help, such as:

- Local Drug Action Teams
- The Other Talk – parent information
- Good Sports program with community sports clubs
- Local programs.

## MC introduces panel and Q&A

2 mins

Name:	Full name
Title:	Title
Organisation:	Organisation

### Speaking notes

Thanks for being such an attentive audience. We would now like to hear from you and assist you with any questions you may have. I'd like to ask **panel member 1 – full name, title, organisation; panel member 2 – full name, title, organisation; panel member 3 – full name, title, organisation; and panel member 4 – full name, title, organisation** to come up and have a seat. We also have some staff to hand out microphones if you feel you need one. Please raise your hand if you have a question and we'll try to get all your questions answered. Please be sensitive about time so we can make sure we answer as many questions as possible.

Now quickly, I'd just like to ask the three panel members to each give a 30-second snapshot of how they would support someone to manage illegal drug or alcohol issues before we take questions from the audience.

## Panel and Q&A

35 mins (7.40pm – 8.15pm)

### Audience Q&A

Planter questions (If needed):

- How do I help someone who has used too much ice?
- How can I tell if someone is on ice?
- What are the different types of treatments available for ice users?
- Is it true that ice users are more aggressive than other drug users?
- What is the most recent data about ice usage in this area?

## Master of ceremonies wrap-up/close

15 mins (8.15pm – 8.30pm)

### Speaking notes

Call to action/next steps for the audience:

- What can you do to help?
- Where to go if you need help/support in your community
- Invite audience members with questions to connect with local services in the room.
- Find out more information to support your local sports club to develop an illegal drugs policy.

Thank you all for your attendance this evening. We hope you are feeling more confident and better equipped to tackle key issues in your community.

Thanks again to the NSW government, our lovely host, **host name, council/city name, venue name, partner organisations/agencies, VIPs/key community members in the audience** for making their way to our forum tonight.

A reminder to everyone to fill in our feedback form that you would have been given on arrival [**hold up example – show both sides**]. If you didn't receive one, please see the team out the front and kindly return your forms before you leave. We appreciate your assistance. Thank you and good evening.

## Appendix 4: Sample evaluation form

### Methamphetamine ('ice') forum sample evaluation form

Thank you for taking the time to complete this survey. It will only take a few minutes to complete. Your responses are completely anonymous and will be kept confidential.

#### 1. In what capacity did you attend this forum? (Please tick as many as apply)

- Community/family member
- Council worker
- Education worker
- Welfare/youth worker
- Police/law/justice worker
- Health worker (incl. AOD, Aboriginal health)
- Sporting organisation
- Other (please specify): .....

#### 2. What were you hoping to get out of tonight's forum? (Please tick as many as apply)

- Information about methamphetamine ('ice'), alcohol and other drugs
- To find out how my community can help tackle methamphetamine ('ice'), alcohol and other drugs
- To know what treatment is available in my area
- Other (please specify): .....

#### 3. Please rate your level of satisfaction with aspects of tonight's forum (Please circle)

	Very dissatisfied	Dissatisfied	Neither satisfied or dissatisfied	Satisfied	Very satisfied
Range of information	1	2	3	4	5
Invited speakers	1	2	3	4	5
Q&A panel	1	2	3	4	5

**4. Please circle the most applicable response**

	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
Methamphetamine ('ice') use is a problem in my community.	1	2	3	4	5
I feel more knowledgeable about methamphetamine ('ice') and alcohol and other drugs as a result of this session.	1	2	3	4	5
I am more aware of the resources and local services available to help support someone with a drug-related issue as a result of this session.	1	2	3	4	5
In the past year, what percentage of the Australian population has used methamphetamines including 'ice'?	1-3%	4-10%	10-30%	30- 50%	More than 50%

**5. Do you have any suggestions about how tonight's forum could be improved?**

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 -----  
 -----

**6. What else might help prevent 'ice' use in your community?**

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 -----  
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**7. Where did you hear about the forum? (Please tick one option only)**

- Local Drug Action Team (LDAT)
- Social media
- Local media (news, radio, television)
- Local sports club
- Good Sports
- Other (please specify): \_\_\_\_\_

Thank you for your feedback.

## Appendix 5: Sample event report

### Methamphetamine ('ice') forum report template

*This document is meant to be used as a template in order to capture the most important information about your event.*

#### Background

Provide some information about why the event was held and the reasoning for it (e.g. surveying or identifying a need in the community, approached by politicians). Have you held similar events before? Is this part of a series?

#### Key partners and location

- Please list all key partners who were involved in organising, speaking, promoting or in any other capacity.
- Please provide information about the venue and choice of location.

#### Forum details

Please provide the following details regarding your forum:

1. **Attendance**
  - Expected numbers/Actual numbers
2. **Finance**
  - Original budget/Actual expenses
3. **Logistics**
  - Total hours involved in event
  - Number of volunteers helping at event
  - What resources/information were available for the audience?

#### Practical information

- Were audiovisual facilities provided at the venue? Did you require a staff member to help during the forum? Did you face any technical difficulties?
- Was there appropriate signage on and around the venue?
- Were there any surprises during the forum? e.g. unforeseen questions from the audience, running out of time, key speakers not showing up.
- What time/day of the week was the forum held? Why were this particular time and date chosen?
- What was the makeup of your audience? Was it what you expected/desired? e.g. community members, AOD workers, age groups, geographical spread.

#### Media

- Did you get any media coverage? If yes, please list/link the articles below.
- Was it hard to get media coverage? If yes, do you know why?
- Did you use the sample media release? If yes, would you change it in any way? If no, why not?
- Did you receive support or funding for this event? If yes, please provide details.

#### Evaluation

- Did you provide surveys for the audience? If yes, how many people filled them out?
- What are some of the findings/results from the survey?
- Did you do any pre- and/or post-evaluation? Were the results as expected? How did your Local Drug Action Team's expectations compare to the results?

#### Success factors

- What were some of the key success factors for your event?
- Please provide at least 3 reasons why you believe your event was a success.

#### Challenges

- Please list some of the challenges you faced. These could be related to lack of promotion, media coverage, low turnout, problems with the venue, technical difficulties, etc.
- Please also address the challenges and how you think someone/you could overcome them next time, or for others wanting to host similar events in the future.

## Appendix 6: Sample event-day pack list

	Quantity
<input type="checkbox"/> Organisational banners	
<input type="checkbox"/> Partner banners	
<input type="checkbox"/> Camera	
<input type="checkbox"/> Tripod	
<input type="checkbox"/> Laptop with internet access, data projector, speakers, screen	
<input type="checkbox"/> Remote clicker	
<input type="checkbox"/> Name tags (key staff)	
<input type="checkbox"/> Name plates (stage)	
<input type="checkbox"/> Laminated signs	
<input type="checkbox"/> Reserved seating	
<input type="checkbox"/> Registration A-M	
<input type="checkbox"/> Registration N-Z	
<input type="checkbox"/> Sign-up	
<input type="checkbox"/> Bathrooms this way	
<input type="checkbox"/> Arrows	
<input type="checkbox"/> Refreshments	
<input type="checkbox"/> Folders for key speakers	
<input type="checkbox"/> Maps	
<input type="checkbox"/> Script	
<input type="checkbox"/> AV script & running order	
<input type="checkbox"/> Accommodation & transport details	
<input type="checkbox"/> Master contact list	
<input type="checkbox"/> Running order & general overview	
<input type="checkbox"/> Tablecloths	
<input type="checkbox"/> Catering	
<input type="checkbox"/> Registration sheets/sign-in sheets	
<input type="checkbox"/> Lapel mics and other PA gear if not provided	
<input type="checkbox"/> Evaluation forms and pens	
<input type="checkbox"/> Suitcase supplies (stationery)	
<input type="checkbox"/> Resources for audience	

## Appendix 7: Further resources

### Other help, support services and resources

If there are concerns about the health or emotional safety of children within the home, check the Child Protection number for your area here: [www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/child-protection-contacts](http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/child-protection-contacts)

**After hours Child Protection Emergency Service • 13 12 78**

(5.00pm–9.00am Monday–Friday, 24 hours on weekends and public holidays)

**Kids Helpline • 1800 55 1800**

Where children are old enough to recognise they would like assistance, or to talk to someone, the Kids Helpline is Australia's only free, private and confidential phone counselling service specifically for young people aged between 5 and 25.

**Victorian AIDS Council • [vac.org.au/lgbti-health/alcohol-and-other-drug-services-aod](http://vac.org.au/lgbti-health/alcohol-and-other-drug-services-aod)**

Links to further help and support • [adf.org.au/help-support/](http://adf.org.au/help-support/)

Information on methamphetamine • [adf.org.au/drug-facts/ice/](http://adf.org.au/drug-facts/ice/)

### For information on treatment

There are a range of treatment services available to support the recovery from alcohol and drug misuse. To find out more information about treatment services in your area, contact the alcohol and drug intake and assessment service.

**ACSO • 1300 022 760**

(9am–5pm Monday–Friday)

DirectLine is also available to provide free and confidential information, counselling and referral for alcohol and drug issues 24 hours a day 7 days a week.

**DirectLine • 1800 888 236 • [www.directline.org.au](http://www.directline.org.au)**

### ● Further information

**DirectLine • 1800 888 236**

Help and support lines (24 hours, 7 days a week)

**Ice Advice Line • 1800 423 238**

Help and support lines (24 hours, 7 days a week)

**Family Drug Help • 1300 660 068 • [www.familydrughelp.com.au](http://www.familydrughelp.com.au)** (Victorian-based)

Services are available to support those around you who may be affected by your drug use. As well as providing understanding, they can provide information about how best to help during treatment.

**Family Drug Support • 1300 368 186 • [www.fds.org.au](http://www.fds.org.au)** (Australia-wide)





# ADF

Alcohol  
and Drug  
Foundation