

STEP 3: Conducting a Community Forum

Creating a Community Forum Invitation Letter



(If your initiative has a “logo” or “tag line” it should appear on the letter; another option is to have the letter come out of the Mayor/Town Manager’s office or the Department of Health. It is best, if possible, to personalize the letter/invitation, rather than have a generic greeting)

<DATE>

Dear Friend: *(if you can personalize it’s best to do that)*

Please join us for a dinner and Community Forum on <DATE>.

The subject is “**Healthy Living and Obesity Prevention**” in <Your Town>. In addition to remarks from [your Mayor, local congressional representative or another local “leader”] you’ll be introduced to our local [program name] Steering Committee which has recently completed a *Community Health Assessment* that provides important information on the health status of Your Town. This information, along with [findings from focus groups, if applicable] will be presented at the Forum. Your participation is a key element that will make this event successful.

In addition to sharing information, the Community Forum provides an opportunity for interested and concerned citizens like you to offer ideas and suggestions on how we can best promote healthy eating and physical activity in <Your Town> in order to stem the tide of the obesity epidemic. We need your input and insight to look at strategies that can help all of our citizens – young and old - reduce the chances of obesity from impacting their lives.

Please join us at <Location> at <Time> for a light dinner. The Forum will begin at <Time>.

Sincerely, *(It can be helpful if your Mayor or Town Manager can sign or co-sign the letter/invitation to demonstrate his/her support for this initiative).*

Please RSVP to Contact Information