

Community action meeting introduction letter

You are welcome to use and/or adapt this sample letter when inviting people to attend a community action meeting.

Dear <Name>

You're invited to a Stay On Your Feet® community action meeting

As you would be aware, the Stay On Your Feet® project team worked with the community during [year] to develop community action plans for reducing falls in older people.

To review progress on these action plans and determine priorities for the next three months, Queensland Health's [local Population Health Unit] is hosting several community action meetings. These meetings will be held four times a year.

Previous meetings in [month and year] focused on activities to [raise community awareness and increase options for physical activity]. Upcoming meetings will review progress in these areas and additional strategies from the action plan including [home safety, public safety, footwear and medication].

Meeting dates

Details of community action meetings in your area are:

Community action meeting	Date	Time	Venue

Anyone is welcome to come along to a community action meeting. You don't need to have attended previously, and you don't have to be an 'expert' – just a person who is interested in contributing to the success of Stay On Your Feet® in your community.

We hope you will be able to attend the meeting nearest to you. Please feel free to bring anyone else who may be interested along with you. Please confirm those attending by calling [contact name] on [contact number]. If you are unable to attend but would like a record of the meeting, please contact us. You can also contact us if there is no community action meeting in your area but you would like help to start one.

Kind regards

[Name of Project Officer]
Project Officer
Stay On Your Feet®
[Location]