



SAMPLE COMMITTEE MEETING AGENDA

Please note that this is a sample agenda for meetings following the first meeting. For suggestions on your first committee meeting, please see the "Getting Started – Form a Committee" section of the event manual.

Keep in mind that as your event day draws closer, you will probably need more time on the agenda for the chairs responsible for the day of activities.

Welcome, Introductions and Agenda Review – 5 minutes

- You'll probably want to spend more time on this during the first meeting when people may be meeting for this first time.

Review and Status of Goals/Accounting Chair Report – 5 minutes

- Remind the committee of your goals: fundraising, sponsorship, number of teams and number of participants.
- Review status of each: what's the total raised so far, how much in sponsorship, how many teams and how many participants.

Corporate Sponsorship Chair Report – 5 minutes

Fundraising and Entertainment Chair Report – 5 minutes

Publicity Chair Report – 5 minutes

Board Breaking Chair Report – 5 minutes

Logistics Chair Report – 5 minutes

Event Volunteer Chair Report – 5 minutes

Questions and Next Steps – 10 minutes

Wrap Up – 5 minutes

