STUDIO 4FORTY COMMITTEE AGENDA TEMPLATE

**MEETING AGENDA**

**<**Enter Meeting Date>

<Enter Meeting Time>

<Enter Meeting Location>

|  |  |  |
| --- | --- | --- |
| **TIME** | **DESCRIPTION** |  |
| 5 MINS | **Welcome – Status Update – <Enter Charity Name> Next Steps** | <Enter Charity Representative’s Name> |
| 40 MINS | **Status Updates** * Event Chairs(s) – Overall Update
* Auction
	+ Live Auction
	+ Silent Auction
	+ Raffles
* Culinary
* Entertainment
* Honorary
* PR & Marketing
* Sponsorship
* Venue/Logistics
	+ Decor
	+ Registration
	+ Stage/Sound/Rentals
* Volunteers
 | <Enter Committee Chair’s Names in order of updates listed on the left> |
| 10 MINS | **Collaborative Problem Solving/Action Items/Homework** | ALL |
| 5 MINS | **Next Meeting Dates:*** January 15th
* February 15th
* March 15th
 | <Enter Charity Representative’s Name> |
| 15 MINS | **Networking/Social Time** (You can either schedule this at the beginning or the end) | All Committee Members |

**Present:**