STUDIO 4FORTY COMMITTEE AGENDA TEMPLATE

**Icon

Description automatically generatedMEETING 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:**