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**SAMPLE EVENT COMMITTEE AGENDA**

* Welcome
	+ It’s good to start a meeting with kudos around the room. Give praise to someone that has done great work since the last meeting
* Establish fundraising goal (profit of the event) if you have not done so already
* Determine ways to reach goals
	+ Sponsorship package levels
		- What sponsors receive for their donation
	+ Establish exhibitor pricing
		- What exhibitors receive for their registration price
	+ What is your cost per person of the event (food and beverage, AV, room fees, etc)
		- Determine your registration price
			* Registration price should never be lower than your cost per person
	+ Determine how many registrants, exhibitors and sponsors you need to be successful in your goals.
* Determine committee member assignments
	+ Each assignment should be a SMART goal
		- Specific
		- Measurable
		- Achievable
		- Realistic
		- Timeline (have a deadline)
* Committee member updates
* Review status of tasks, goals, budget, expenses, speakers, registration numbers, exhibitor numbers, etc.
* Set next meeting date/time/location/agenda