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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