

Sample Event Committee Meeting Agenda

I. Establish fundraising target revenue

II. Determine ways to reach target

- Direct solicitation
- Fundraising event
- Both

III. Set Budget (expenses)

IV. Choose Event Format

- Breakfast
- Lunch
- Reception

V. Determine Logistics

- Date
- Location
- Catering

VI. Event Committee Assignments

- Assign members specific tasks
- Review prospective donor lists
- Set Agenda for next meeting