

## Event Agendas

An agenda can help you avoid omissions and keep your meeting running smoothly. The agenda below includes the major items likely to be covered at a meeting and is only a guide. You'll want to tailor it to meet your own special needs.

### Sample agenda

- Social time (½ hour)
- Welcoming remarks (2-3 minutes)
- Inspirational reading
- Dinner
- President reports events (10 minutes)
- Officer and Board Elections (if necessary)
- Provide printed sheet of business notes for each attendee
- Student Representative, if present (2-3 minutes)
- Remarks from Alumni Association representative, if present (5 minutes)
- Introduction of featured speaker/program
- Speaker's remarks (15-20 minutes)
- Thank speaker with small gift
- *Carmen Ohio*
- Adjournment

**File meeting report, including number in attendance, with the Outreach & Engagement Office.**