

Template Agenda

Title of Meeting

Date

Attendees

- Attendee 1 / Position
- Attendee 2 / Position
- Etc.

Agenda:

- Introductions
 - *Thank them for meeting with you*
 - *Your organization, role, and goals for this meeting*
- Discussion
 - *Your elevator pitch*
 - *Run-through of your proposal (Distribute copies to meeting attendees or send before the meeting)*
 - *Your ask - what you want your decision-maker to do*
- Questions
 - *Questions you have for your decision-maker (this item can alternatively go before the proposal)*
- Next Steps
 - *Follow-up action items with deadlines (Based on your administrator's response to your proposal, what needs to be accomplished to move the proposal forward? Each task that needs to be completed following your meeting is called an "action item.")*
 - *The tentative date for your next meeting.*
- *Thank you*