



MEETING PROGRAM PLANNING FORM

Month: _____

Date(s) of Program: _____

Program Title: _____

Purpose: _____

Speaker or Program Leader: _____

How much time allowed for program? _____

Confirmed arrangements with speaker: _____

Place of meeting: _____

Materials needed for Program/Special Arrangements:

Person(s) to be contacted for program: _____

Speaker(s): _____

Principal/School Secretary: _____

Host of Speaker(s): _____

Need-to-do list for program preparation:

Need-to-do list for program follow-up:

Thank you note(s): _____

Return materials borrowed:

Other:

Success (evaluation of program):

Ideas for Next Meeting(s):

