

## Meeting/Event Planning Guide

Meeting (or event):	Date:
Meeting Goal/Purpose: (complete badge, plan ceremony, etc.)	
Early Preparation/Set-Up:	Supplies needed:
Opening Circle: G.S. Promise, take attendance, other	
Old Business: (reminders, collect permission slips, etc.)  Remember to collect:  New Business:	
Activity: (use reverse side if needed)	
Closing Circle:  Remember to distribute:  Reminders:	
General Notes:	Evaluation: