

## Sample Club Meeting Agenda

	Person Responsible	Start Time	End Time
<p><b>Opening Ceremony</b>  <i>(This may include a patriotic song or pledge, an inspirational thought, an invocation, or a simple welcome.)</i></p>	_____	_____	_____
<p><b>Introductions</b>  <i>(Visiting district and division officers, new members, inter-clubs, other guests.)</i></p>	_____	_____	_____
<p><b>Communications Received</b></p>	_____	_____	_____
<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Board Actions</li> <li>• Projects</li> <li>• Meetings</li> </ul>	_____ _____ _____	_____ _____ _____	_____ _____ _____
<p><b>Committee Chairmen Reports</b></p>	_____	_____	_____
<p><b>Recognition of Members</b></p> <ul style="list-style-type: none"> <li>• Induction Ceremony</li> <li>• Awards Received</li> <li>• Newspaper Publicity</li> <li>• Birthdays</li> <li>• Anniversaries</li> <li>• Club Achievement</li> <li>• Extend greeting to visitors expressing appreciation for their attendance</li> </ul>	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<p><b>Presentations</b></p> <ul style="list-style-type: none"> <li>• Certificates and Other Awards</li> </ul>	_____	_____	_____

**Program**

•Introduction

•Program

•Thanks

•Extend appreciation to  
visitors for attending

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**Adjournment**

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