



## **MEETING AGENDA**

Facilitator \_\_\_\_\_

Note taker \_\_\_\_\_

7:00 to 7:15 - Introductions

7:15 to 7:30 - Contacting food sources

7:30 to 7:45 - Visiting local soup kitchens and shelters

7:45 to 8:00 - Locating a kitchen

8:00 to 8:15- Choosing a high visibility serving location, day and time for weekly meal

8:15 to 8:30 - Choosing contact information for local chapter

8:30 to 8:45 - Set day and time to make your banner

8:45 to 9:00 - Posting flyers about new group and announcements in local papers and radio stations

9:00 to 9:15 - Plan first benefit concert

9:15 to 9:30 - Critique meeting and choose location, date and time of next meeting