

## Sample Meeting Planner

Use this brainstorm sheet to think of those you want to invite, including those who have never volunteered before or may be new to Untied We Serve.

**Name:** Please print the invitee's full name.

**Invite:** Please mark **yes, no, maybe** or **left message (LM)**. This will help you track who you need to contact and who you should be calling for confirmation. The only real invitations are when you speak with someone directly.

**Commit:** Please mark **yes, no** or **maybe**.

**Confirm:** Please mark **yes, no** or **left message (LM)**. You'll need to call every invitee who said yes or maybe, and every invitee who only got a left message. Please do not assume that **anybody** will come without a confirmation the day before your meeting. It can't hurt to give people a quick reminder, and you need to know how many people will be at your meeting to make that meeting as effective and enjoyable as possible.

**\*\* Please see meeting planner on the following page \*\***

# Meeting Planner

Name	Phone #	Invited (Y/N)	Committed (Y/N)	Confirmed (Y/N)	Notes
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