

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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