

Memorial Service Committee Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda:

1. Welcome and Opening Remarks
2. Review of Previous Meeting Minutes
3. Discussion of Memorial Service Details
 - Date and Time of Service
 - Venue Selection
 - Guest Speakers
 - Musical Arrangements
4. Budget Review
5. Volunteer Assignments
6. Future Meetings Schedule
7. Q&A and Open Floor Discussion
8. Closing Remarks

Please RSVP by [Insert RSVP Date]

Contact: [Insert Contact Information]