

# Event Agenda

Date: [Insert Date]

Time: [Insert Start Time] - [Insert End Time]

Location: [Insert Venue/Location]

## Committee Members:

- [Member Name 1]
- [Member Name 2]
- [Member Name 3]
- [Member Name 4]

## Agenda:

1. [9:00 AM - Welcome and Introductions]
2. [9:30 AM - Review of Previous Minutes]
3. [10:00 AM - Discussion of Upcoming Event Details]
4. [11:00 AM - Break]
5. [11:15 AM - Committee Roles and Responsibilities]
6. [12:00 PM - Open Forum for Ideas]
7. [12:30 PM - Next Steps and Closing Remarks]

Thank you for your dedication and commitment!

Best Regards,

[Your Name]

[Your Title]

[Your Organization]