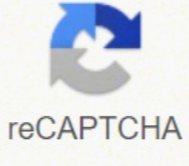


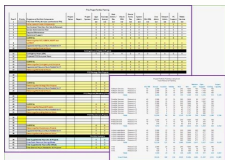
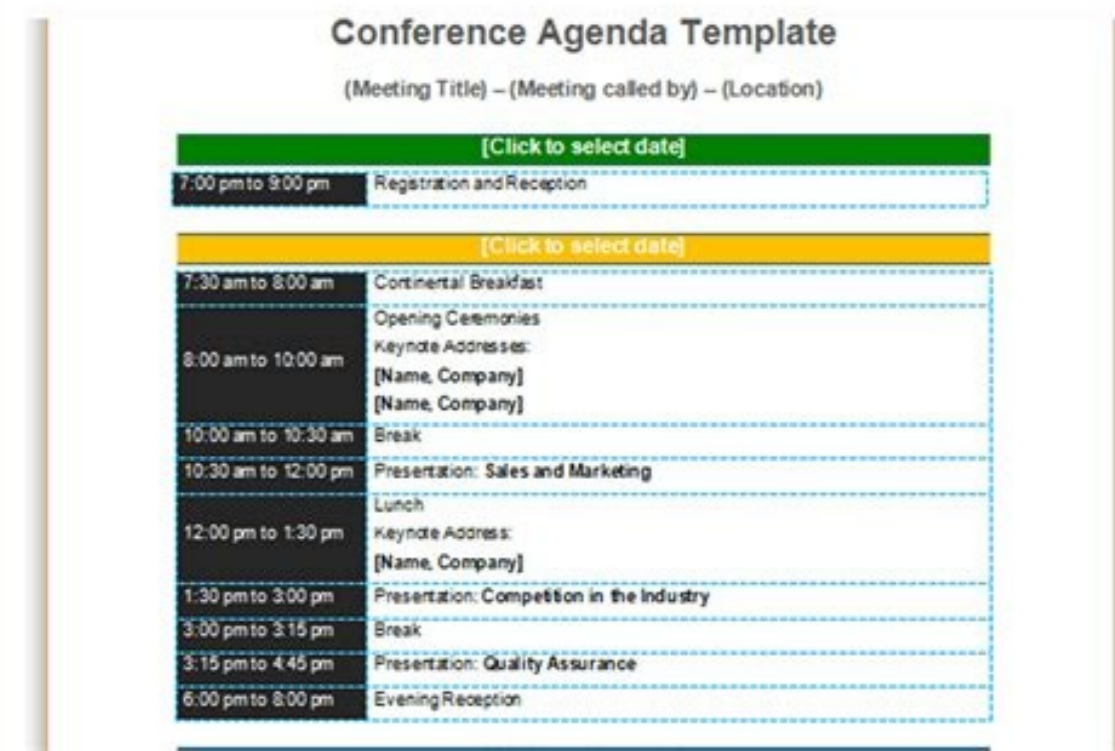


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**Next**

# Agenda template for event planning



## Professional Learning Community Agenda & Meeting Summary Template

Team Name:

Team Members:

This template is meant to serve as a starting point for developing a protocol that works within your school to support communication among Professional Learning Communities and the Instructional Leadership Team and school principal. It should be modified to fit your school's practices and priorities. The first section (Meeting Overview) can serve as a place to develop and capture the agenda as well as fill in notes and outcomes as the meeting progresses. Finally, the team can use the final section (Meeting Summary) as a way to view strengths, successes, decisions, and questions back in the K-12 to the school administration, or for other teams as needed.

### I. Meeting Overview

Agenda Item	Notes from the Meeting	Action Steps/Decisions
Complete in advance of the meeting; agenda items will be most effective if written to frame intended outcomes or raise critical questions.	Highlights of main topics of discussion and/or insights from the group based on agenda items.	Include next steps and individual(s) responsible for follow up.
Insert item here	Insert notes here	Insert action/decisions here
Insert item here	Insert notes here	Insert action/decisions here

### II. Meeting Summary

1. Is the team on track to mid-term and long-term goals for the year? Yes / No? Share any important evidence or insights from this meeting to support your status.
2. Meeting foci:
  - a) Are there any questions that were raised in your meeting that need to be addressed with the K-12 School Leadership or with other teams?
  - b) Are there any decisions made in your meeting that have implications for other teams or need to be shared more broadly?
  - c) Were there strategies discussed or lessons learned that would be helpful to discuss with colleagues at the next staff meeting?
3. Share any other important action steps or follow up (beyond what is captured in the notes above) here:



This is because you may not know where to start. This can be followed by other relevant details, which may relate to the sessions that will be conducted during the event. Also, ensure that you have a plan B if the presenter does not show up at the last minute. As such, it's recommended to always begin with a rough outline in mind before coming up with an agenda. Also, an agenda may be shared with other staff members so that they know what needs to be done when and how everything is to be managed so that all the sessions in the event run on time. Instead of delegating the various tasks of the event to staff members, event planners sometimes take everything upon themselves in order to make the event successful. This should be avoided at all costs and proper delegation should be carried out. This will ensure that the event runs smoothly and that everyone is available to help if something goes wrong. Useful tips Now that you have a general idea as to how to write an agenda for an event, it's time that we reveal some important tips. It goes without saying, that while you write the schedule for each presentation, also mention the purpose or goal of the presentation, along with the specific topic that will be discussed. Furthermore, event schedule planners sometimes fail to assign leadership roles to different team members. #2 This is a perfect event schedule template, as it's easy to understand and includes the names of the attendees and presenters along with extra space to write down more information. This is a big mistake since doing so can lead to poor coordination and communication which can then result in a broken down event. As such, you simply need to list down the essentials one by one to create a perfect event agenda. How to create an agenda for an event Creating an event agenda may seem like a daunting task at first. You may start off by writing the important details first. Doing everything by yourself This is one of the most common mistakes that event planners make. This may be because they don't want to attend a specific session since it doesn't interest them. Often times, event planners fail to carry out such tasks and therefore cause the entire event to go off the rails. Such details may include the number of attendees, the venue of the first session, the refreshments that will be given out and what is the purpose of the overall session that needs to be delivered. That is, you may write down the necessary arrangements that are to be completed before the event begins. This will help you plan accordingly as you will know the exact number of people who will be attending. Furthermore, attendees may request from you a detailed agenda. 5 Event Agenda Templates Here are some event agenda templates that you can use as a guide to help you prepare a great agenda in no time. You may then write down the details of what needs to be done once the event starts. Lastly, make sure that you space out each session so that the attendees have some time to relax and mingle between sessions. Here are some of those mistakes that are to be avoided at all costs, if you want your event to be a great success. As such, it becomes essential that you keep following up with them so as to confirm their attendance. Aside from this, a comprehensive agenda may also include instructions as to what should be done if some aspect of the event goes wrong. Hence, an agenda of an event ensures that everything runs smoothly. Nevertheless, coming up with an event agenda can be a difficult task. In fact, it's the presenters that are going to drive the event until the end. This will ensure that you can schedule more effectively, and let the attendees know exactly what will be going on. #3 #4 #5 Conclusion An event agenda is perhaps the most important tool that you can use to make your event a big success. An agenda for the event can help you significantly in terms of planning and organizing. Your event agenda can shape your success - get started for free. Such contingency planning should be a vital part of the event since it's only during the actual sessions that you get to find out what has gone wrong. Remember, an agenda is no different from creating an event schedule wherein you make sure that everything is happening on time. You can write such things in the form of a list. #1 A very simple, yet effective template, shows how you can structure your event agenda to include all relevant sessions in a concise manner. Common Mistakes It's not uncommon for event planners to make mistakes while creating an agenda. First and foremost, you need to make sure that you know the precise number of presenters who will be presenting at the event, and how long each presentation should or will last. In addition, make sure that you send a confirmation email to participants who will be attending and let them know that they should inform you in advance if they do not wish to come. This will ensure that you don't miss out on some important details. This is perhaps a form of contingency planning which is vital for any event. Not following up with the presenters Presenters are an important part of your event. This is because of the sheer number of factors involved in organizing an event. It's a great way to know whether you have the required resources to conduct the entire event without any disruptions. This will ensure that no one gets anxious due to constant activity and that everything can be managed much more effectively. In order to accomplish this task, you'll need to directly reach out to the presenters asking them regarding the estimated time that their presentation will take. Hence, follow the tips and guidelines mentioned above to create the perfect event agenda for your event. You need to plan ahead and see to it that alternative arrangements are made and in place. Here you will find some great tips on how to prepare an agenda for an event. This may include writing down the starting time of the event. As such, make sure that you have assigned the necessary tasks to the relevant teams and have selected the individuals who will be leading their respective teams.

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