

HOLD A KICKOFF MEETING OR SUMMIT

SAMPLE PLANNING QUESTIONS FOR KICKOFF EVENT OR ANNUAL MEETING

QUESTION	ANSWER
What is/are the meeting goal(s)?	
What are your objectives?	
What are your desired meeting outcomes?	
Who will chair the meeting?	
Are there other key attendees in addition to the chair around whom you should select a meeting date?	
If you are planning on surveying attendees/organizations prior to the kickoff, what would you want to learn from them?	
What are three priority topics that need to be addressed?	<ol style="list-style-type: none"> 1. 2. 3.
Who are national or statewide presenters that can help inform these topics and/or offer successful 2 models to address barriers?	

NOTES:

