Alliance for Response

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Forum Planning Committee Meeting

AGENDA

THE VISION THING: IMAGINING THE FORUM

- What are the two or three most important things your Forum should accomplish?
- Who can help achieve these goals? They will be your primary audience.
- How can you attract and motivate the audience through the most effective:
    - meeting format
    - program content
    - venue
    - people and information resources
- When is the optimal time to hold the Forum in your community?
- What key partners do you need to get the job done?

A GROUP OF YOUR OWN: PLANNING THE FORUM

- Identify a planning group that is both representative of cultural and historic resources in your city/state and well connected.
- Objectives of the first meeting: agreeing on goals and the primary audience(s), outlining a program, and identifying local funding sources.
- The next step: selecting a site, reserving a date, and inviting key speakers and VIP guests.