Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Driven Plans**

**Planning for Your Meeting**

* Who will help you plan your meeting?
* Who will lead your meeting?
* Who will be your notetaker?
* Where will you have your meeting?
* What snacks will you serve?
* What format will you use (circle one):
  + Paper
  + Electronic
* How will you invite people (circle all that apply):
  + Evite
  + E-mail
  + Paper invitations
  + In person
  + Phone
  + Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List 3 possible dates and times to have your meeting:

1. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_