

Group Meeting Agenda Sample

Table 2: Group Meeting Agenda (example)

Time	Program	Presented By
1 Minute	Welcome/United Way Campaign Endorsement	CEO or Senior Management
5 Minutes	Remarks About United Way Agency	United Way Representative
5 Minutes	United Way Endorsement	Labor Leader if applicable, or employee who has been helped by a United Way agency, or an agency speaker
6 Minutes	Video or PowerPoint presentation	United Way Representative
2-5 Minutes	Discuss Campaign Objectives, Company Goals and Incentives	Campaign Coordinator
22 Minutes	Thank you	

Notes: