

Checklist for Agenda

Use this as success criteria for your Agenda, remember your agenda has to contain two items to do with the three day festival, you can use your imagination for the minutes of last meeting. Tick the boxes and ask your teacher to double-check your work before you print off a copy

Have you remembered the following:

The Allenwood logo

Apologies for absence

Minutes of last meeting

Matters arising from minutes

Any other business

Date and time of next meeting

Appropriate Colours

Suitable font size

Is your Agenda:

Legible

Eye catching

Suited to the audience

Fit onto one page

Free from spelling errors