



How to Create a General Meeting Agenda Slide in Word or PowerPoint (Revision date 1-12-2013)

- Limit to one (1) slide
- Avoid wordiness – slide is not a teleprompter, only a brief outline
- Communicate to the audience what to expect from the meeting in general
- An easy method is to standardize the meeting format so that planning the meeting becomes a “fill-in the blanks” exercise
- Example of a past meeting slide:



5/21/2012 General Meeting

Agenda:

- **6:30pm: Invocation and Pledge of Allegiance**
- **6:35-7:00 pm: Reports, Announcements and Q&A**
 - Baseball & Packed w/Pride - Kathy
 - School Board & gangs - Linda
 - City Council – Ed
 - Fundraiser - Joy
 - Voter fraud & announcements - Kim
- **7:00-7:05 pm: 50/50 Drawing (no more sales)**
- **7:05 pm: Featured speaker, Mr. Igor Birman**
 - Mr. Birman was born in the Soviet Union in 1981; he and his family immigrated to Northern California as refugees in 1994.
 - He became a U.S. citizen in 2001
 - He holds a political science degree from UC Davis, a Doctor of Law from Emory University and is a member of the State Bar of California.
 - Since 2009, Mr. Birman has served as Representative Tom McClintock's Chief of Staff

Next meeting: June 25 @ 6:30 pm here. Speaker: California Assemblyman Tim Donnelly, “Shrinking Government and Restoring Liberties”

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- A “live” Word for Windows document, “General Meeting Presentation Template,” is available on this website for your convenience.
- A “live” PowerPoint document, “PowerPoint General Meeting Template,” is available on this website for your convenience.