



## MEETING GUIDE

There is much to plan before your first event! Make the most of your committee's time and keep things on schedule. No one likes meetings, so keep them short, concise and on track. Make sure that at the end of each meeting, you review each person's commitments and set the next meeting date. As the Leader/Facilitator, this guide will come in handy.

### MEETING 1

- **Introductions:** Your committee members may not know each other, so now is the time to go through introductions. Here are some fun ice-breaker questions:
  1. Describe yourself in one word.
  2. What is your favorite part of our community?
  3. What were you most proud of this past week?
- **Describe:** What is Souper Starz? Tell the group why YOU, as the leader want to make it a successful event in your community.
- **Conversation:** How and why will Souper Starz work in your community?
- **Development:** Fill out **Resource #1 - 5-Step Road Map** with the group.  
**Commitment:** Are you in? Fully in? Who else should be here?

### MEETING 2

- **Share:** Logistical Information
  - **Review estimated timeline** **RESOURCE #6 - Timeline:** use the materials and timeline outlined in this packet
  - **Review committee roles:** Assign roles if people are ready to commit and be dedicated to the success of Souper Starz. All roles may not be assigned at this meeting. People may need to think about how they could be the most useful and make their commitments at the next meeting.
- **Brainstorm:** Possible locations, dates and times.
- **Commitment:** Who is reaching out to each location? What do they need to report back at the next meeting? Use **RESOURCE #4 + #5 - Initial Location Inquiry + Location Site Planner** to help with location planning.



### MEETING 3

- **Report:** Locations and dates should be solidified by this meeting. Double note that the event host (location) is also in charge of providing soup for the event.
- **Assign:** All committee roles should be assigned by this date.
- **Create:** Marketing plan. Who are you reaching out to? Who will you contact to look for presenters? How will you collect a list of emails to notify attendees of future Souper Starz dinners and other opportunities.
- **Commitment:** Who is each committee member reaching out to and by when? Who is checking in with team members? Who is printing and distributing flyers advertising the event? Who is creating a social media page promotion your project? Who is emailing community allies about events?

### MEETING 4

- **Report:** Each committee member will report their progress
- **Plan:** Go over details of the event night.
  - List of materials needed to execute event. **RESOURCES #7 + #8 - Location and Materials Checklists**
  - Set roles for committee members at night of event **RESOURCE #10 - Dinner Roles**
  - Write agenda **RESOURCE #12 - Sample Agenda**
  - Make sure you have next Souper Starz event date solidified so you can announce it at the event .

### MEETING 5 - LAST MEETING BEFORE THE BIG EVENT!

- **Report:** Each committee member will report their progress
- **Plan:** Go over any last minute details.
- **Select Proposals:** If you have more than 6 submissions for presenters, practice democracy here and narrow it down to the final 6. The others can submit their proposals for the next Souper Starz event.
- **Finalize Location Set-up:** Touch base with your contact at the event location. Make sure they know what you want the room to look like, what time they need to have everything set up and that they have all their volunteers lined up for set-up. Again, event host should be taking care of all of these details. You just need to provide them with the checklist **RESOURCE #7 - Location Materials Checklist**
- **Review:** Dinner roles, materials, etc.



## MEETING 6 - FOLLOW UP MEETING

- **SWOT:** Review of event - how did it go?
  - Identify **S**trengths of the event
  - Identify **W**eaknesses of the event
  - Identify **O**pportunities to take at future events
  - Identify **T**hreats that might get in the way of Souper Starz
- **Brainstorm:** How do you address each SWOT analysis?
  - Continue **S**trengths?
  - Avoid **W**eaknesses?
  - Take on **O**pportunities?
  - Avoid **T**hreats?
- **Set next meeting to start planning next event:** Work backward from the next event date to set a date for the first planning meeting.

Preparing for the first Souper Starz event is always the hardest! It WILL get easier from here and you will be able to make changes to the events and roll with the punches. You will also see that you will need less planning meetings. Just make sure that you are following up with commitments and all committee members are checking in with reports and progress.