

[Insert Community Name]

Town Meeting

[Insert Date]

[Insert Location]

[Insert Time]

Sample Agenda

Facilitator: [Insert Name]

Speaker(s): [List Names]

	Item	Presenter
<input type="checkbox"/>	Introduction of facilitator and speaker(s)	
<input type="checkbox"/>	Introduction of distinguished guest(s)	
<input type="checkbox"/>	Purpose of meeting	
<input type="checkbox"/>	Protocol	
<input type="checkbox"/>	Presentations	
<input type="checkbox"/>	Policies, procedures, ordinances, resolutions, etc.	
<input type="checkbox"/>	Project milestones	
<input type="checkbox"/>	Voluntary nature of the acquisition	
<input type="checkbox"/>	Property owner obligations	
<input type="checkbox"/>	Duplication of benefits (DOB)	
<input type="checkbox"/>	Individual appointments	
<input type="checkbox"/>	Question & answer period/open discussion	
<input type="checkbox"/>	Conclusion	

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