

*\*\*\* See toolkit document "Building Your Agenda" to help develop program agenda \*\*\**

## **SAMPLE AGENDA**

### **[Your Region] Local Leadership Summit**

**[Date and Location]**

**[Start and End Time - Minimum Recommended Duration is 3 Hours]**

- |              |   |                     |
|--------------|---|---------------------|
| <b>I.</b>    | <b>Welcome</b><br><i>Should be done by designated local government leader(s).</i><br>- list speaker name and title here   | <b>(5 minutes)</b>  |
| <b>II.</b>   | <b>Background on July 17, 2009 Local Government Summit</b><br>- list speaker name and title here  | <b>(5 minutes)</b>  |
| <b>III.</b>  | <b>How We Got Here</b><br>- list speaker name and title here.   | <b>(15 minutes)</b> |
| <b>IV.</b>   | <b>Discussion of Possible Solutions</b><br>- list moderators' or speakers' names and titles here.<br><i>Be sure to include legislative and initiative options, and possibility of a Constitutional Convention</i> | <b>(40 minutes)</b> |
| <b>V.</b>    | <b>Q &amp; A Session</b><br>- list moderators' or speakers' names and titles here.  | <b>(20 minutes)</b> |
| <b>VI.</b>   | <b>Joint Principles</b><br>- list speakers' names and titles here.  | <b>(15 minutes)</b> |
| <b>VII.</b>  | <b>Breakout Group Discussion</b><br><i>Ask groups to record top ideas/priorities.</i>   | <b>(45 minutes)</b> |
| <b>VIII.</b> | <b>Report Out</b><br><i>Designate a moderator for the remainder of the agenda items.</i>  | <b>(15 minutes)</b> |
| <b>IX.</b>   | <b>When You Go Home</b>   | <b>(10 minutes)</b> |
| <b>X.</b>    | <b>Next Steps</b>   | <b>(10 minutes)</b> |