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EVENT MANAGEMENT TOOLKIT





MEETING MINUTES TEMPLATE

Event/Festival Name
Meeting Minutes
[DATE]

## **Opening**

The regular meeting of the Event/Festival Name was called to order at [time] on [date] in [location] by [Facilitator Name].

## **Present**

[Attendee names]

## **Approval of Agenda**

The agenda was unanimously approved as distributed.

## **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

## **Open Issues**

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

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| --- | --- | --- |
| **Issue** | **Outcome** | **Action Items** |
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## **New Business**

Summarize the discussion for new issues, state the next steps, and assign any action item.

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| --- | --- | --- |
| **Issue** | **Next Steps Required** | **Action Items** |
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## **Agenda for Next Meeting**

List the items to be discussed at the next meeting

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| --- | --- |
| **Item** | **Notes** |
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## **Adjournment**

Meeting was adjourned at [time] by [Facilitator Name]. The next general meeting will be at [time] on [click to select date], in [location].

Minutes submitted by: [Name]

Approved by: [Name]