

# Event Planning

Please refer to the recruitment timeline for suggestions on how to balance your planning over the course of time.

**It is very important to plan an agenda. A planned agenda will assure that certain things will happen at your meeting, and will help you stay on time. Here is just one suggestion:**

- Call to order
- Welcome
- Icebreakers
- Introduction of Guests
- Leadership
  - Board introduces themselves: name, position, favorite thing about CKI
  - Share any open leadership positions
- Fellowship
  - Social events
- Service
  - Service events
- Kiwanis Family
  - Kiwanis-family events
  - Kiwanis guests comments
- Slide show and/or CKI video
- Question and answer

agenda

**Putting together a new member packet? Here are some suggestions for what to include:**

- E-mail address and phone list of officers
- Quick facts about CKI, your district, and your club
- Calendar of events and event descriptions
- Membership information
- Club newsletter
- Benefits