



East Gippsland Shire Council

Event Management Toolkit

DEBRIEF MEETING AGENDA TEMPLATE

Meeting Agenda

Meeting title	
Date	
Time	
Location	
Attendees reqd	

Meeting Overview

Event
Coordinator /
Secretary

- Apologies
- Correspondence coming in
- Business arising from previous meeting minutes
- Committee report
- **General Event Planning Checklist**
- Financials

General Event Planning Checklist – Things to do this month

Financials Update

Meeting Close
