

Kick-Off Meeting

Time, place, date of meeting _____

Kick-off meeting chairperson _____

Other committee members:

_____	_____
_____	_____
_____	_____
_____	_____

A kick-off meeting can achieve the following objectives:

- 1) Expand awareness of the issues
- 2) Clarify program objectives and procedures
- 3) Provide technical support by introducing locally available resources
- 4) Provide a social network of peers and community
- 5) Reinforce information presented in program materials
- 6) Develop sense of program ownership
- 7) Identify effective program marketing strategies

Objectives for Kick-Off Meeting:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____