**Sample Agenda and for Planning Committee Meeting**

1. Extend welcome.
2. Make introductions, give name, and speak about organization.
3. Explain NAFTC’s role as national coordinator of Odyssey and distribute

NAFTC Flyer.

1. Share the value of promoting alternative fuel vehicles.
2. Ask each committee member to share how he or she hopes to benefit from AFV Odyssey.
3. Pass around Planning Committee Member List and have committee members enter contact information.
4. Review committee roles and ways committee will be asked to help.
5. Pass out and Review Overview and Goals, Objectives and Outcomes of National AFV Day Odyssey
6. Discuss and select audience, format, and activities that will meet National AFV Day Odyssey goals and objectives. (See the Committee Planning worksheet and supplemental lists, audiences list, etc.) It may take a second meeting to complete this item.
7. If needed, use subsequent committee and/or subcommittee meetings to discuss:
	* hospitality/catering
	* personnel
	* materials
	* budget
	* facility needs and reservations
	* program speaker(s)
	* mailing list(s)
	* any additional items
8. Divide the work among the committee members and delegate responsibilities.

**Suggested Materials for First Meeting:**

* + NAFTC Brochure
	+ Odyssey Overview, Goals and Objectives, and Outcomes of National AFV Day Odyssey
	+ Committee Planning Worksheet
	+ Audience List and Attracting the Audience hints.
	+ Camera and someone to take picture
	+ Format Suggestions and Sample Agendas
	+ Activity Suggestions per goal

**Follow-up Actions after the First Meeting**

* Send out a follow-up press release listing members
* Establish social media presence
* Write agenda for next meeting