

An agenda is a list or program of things to be done or considered in a meeting.

AGENDA

Type the headings at a 1" top margin. All headings are boldface.

DS

Name Of Meeting

DS

Day Of Week, Month Day, Year – Time

DS

Location or Room Number (if available)

QS

Start each line at the left margin, and set a right tab with a dot leader at the right margin for the body of the agenda.

- 1. Call to Order Nancy Wells, Chief Executive Officer
DS
- 2. Roll Call Harvey Rosen, Secretary
DS
- 3. Reading of the Minutes Harvey Rosen, Secretary
DS
- 4. Treasurer’s Report Julie Smith, Treasurer
DS
- 5. Other Officer Reports
DS
- 6. Committee Reports
 - Accounting Larry Owens
 - Social Bernice Adams
- 7. Old Business
Dues Increase
DS
- 8. New Business
Purchase of Folders
Anniversary Celebration
DS
- 9. Adjournment

DS between sections, but SS inside each section.

Indent subheadings .5"

AGENDA FORMAT