

NAME of COUNCIL _____



MONTH	AUDIENCE	TOPIC	LOCATION	STRUCTURE	PUBLICIZE TO
Sample	Define a specific audience for one discussion or for an entire series	Choose one or more topics for each discussion, specific to the target audience.	Determine the location. Each discussion can be held at a different location or the same. Both nonprofits and businesses enjoy hosting.	Breakfast discussion with coffee, juice, and bagels. Brown bag (bring your own) lunch? Late afternoon drinks and snacks?	Where is your target audience and how can you reach them?
January					
February					
March					
April					
May					

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MONTH	AUDIENCE	TOPIC	LOCATION	STRUCTURE	PUBLICIZE TO
June					
July					
August					
September					
October					
November					
December					