

Suggested Agenda for Group Meeting

*Company Campaign Group Meeting and Suggested Agenda
(Total time: 15-20 minutes)*

	<u>Time</u>	<u>Program</u>	<u>By</u>
I.	3 Minutes	Welcome/Endorsement	Chief Executive Officer, Key Labor Representative (if applicable) and Campaign Coordinator
II.	3-7 Minutes	Remarks about United Way Testimonial	United Way Guest Speaker(s) Employee who has used United Way services, toured United Way agencies, or served as a United Way agency volunteer
III.	5 Minutes	United Way Video (if requested)	
IV.	1-2 Minutes	The “Ask” & Campaign Specifics	Speaker and/or Campaign Coordinator
V.	3 Minutes	Collect Pledge Cards and Thank Participants and Employer	Campaign Coordinator

Follow-Up is Essential!

Person-to-person follow-up with individuals who have not yet made their pledge or contribution will ensure that everyone has had an opportunity to give and is a key element in every successful campaign!