



# Club Meeting Monthly Planner

Make enough copies of this form for each month of the school year and use it to outline your weekly meeting.

for the month of : \_\_\_\_\_

Week One

Meeting Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Student Leading Meeting: \_\_\_\_\_

Theme/Goal/Purpose: \_\_\_\_\_

Speaker: \_\_\_\_\_ Opening: \_\_\_\_\_ Prayer: \_\_\_\_\_

Music: \_\_\_\_\_ Welcome/Announce: \_\_\_\_\_ Games: \_\_\_\_\_

Setup/Tear-down: \_\_\_\_\_ Drama: \_\_\_\_\_ Attendance: \_\_\_\_\_

Visitor Sheets/Follow-up: \_\_\_\_\_ Greeters: \_\_\_\_\_ Closing: \_\_\_\_\_

Other Equipment/Needs: \_\_\_\_\_

Week Two

Meeting Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Student Leading Meeting: \_\_\_\_\_

Theme/Goal/Purpose: \_\_\_\_\_

Speaker: \_\_\_\_\_ Opening: \_\_\_\_\_ Prayer: \_\_\_\_\_

Music: \_\_\_\_\_ Welcome/Announce: \_\_\_\_\_ Games: \_\_\_\_\_

Setup/Tear-down: \_\_\_\_\_ Drama: \_\_\_\_\_ Attendance: \_\_\_\_\_

Visitor Sheets/Follow-up: \_\_\_\_\_ Greeters: \_\_\_\_\_ Closing: \_\_\_\_\_

Other Equipment/Needs: \_\_\_\_\_

Week Three

Meeting Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Student Leading Meeting: \_\_\_\_\_

Theme/Goal/Purpose: \_\_\_\_\_

Speaker: \_\_\_\_\_ Opening: \_\_\_\_\_ Prayer: \_\_\_\_\_

Music: \_\_\_\_\_ Welcome/Announce: \_\_\_\_\_ Games: \_\_\_\_\_

Setup/Tear-down: \_\_\_\_\_ Drama: \_\_\_\_\_ Attendance: \_\_\_\_\_

Visitor Sheets/Follow-up: \_\_\_\_\_ Greeters: \_\_\_\_\_ Closing: \_\_\_\_\_

Other Equipment/Needs: \_\_\_\_\_

Week Four

Meeting Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Student Leading Meeting: \_\_\_\_\_

Theme/Goal/Purpose: \_\_\_\_\_

Speaker: \_\_\_\_\_ Opening: \_\_\_\_\_ Prayer: \_\_\_\_\_

Music: \_\_\_\_\_ Welcome/Announce: \_\_\_\_\_ Games: \_\_\_\_\_

Setup/Tear-down: \_\_\_\_\_ Drama: \_\_\_\_\_ Attendance: \_\_\_\_\_

Visitor Sheets/Follow-up: \_\_\_\_\_ Greeters: \_\_\_\_\_ Closing: \_\_\_\_\_

Other Equipment/Needs: \_\_\_\_\_