



*A Relay-season's worth of sample agendas for  
your committee meetings.*

# Committee Meetings in a Box Guidebook

American Cancer Society  
Eastern Division



[RelayForLife.org](http://RelayForLife.org)



**Celebrate.**

**Remember.**

**Fight Back.**

The following agendas are generic in nature and can be modified as needed to address specific event components and sub-committees. Please use these agendas as resources to help make your event committee meetings productive and efficient.

### **Overview of Agendas:**

1. Goal Setting, Getting to Know the Committee
2. Recruitment
3. Kick Off Plans
  - 3b. Kick Off Finalization
4. Kick Off Follow-Up
5. Team Captain Planning
6. Event Development Plans
7. Ceremony Plans
8. Ceremony Finalization
9. Bank Night Plans
10. Wrap Up & Event Evaluation

### **Each agenda notes the following:**

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**American Cancer Society  
Relay For Life of \_\_\_\_\_  
Committee Agenda #1  
Date/Time/Location**

<b><u>Topic</u></b>	<b><u>Time</u></b>	<b><u>Lead</u></b>
➤ Introductions/ Welcome	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Goal Setting	15 min.	
1. Team Goal – introduce Team Recruitment Blitz Week (4 weeks prior to Kick Off)		
2. Survivor Goal		
3. Income Goal		
4. Sponsorship		
➤ Community Mapping for Teams	25 min.	
1. Relay Wheel		
▪ Businesses/Organizations		
▪ Chamber list		
▪ Warm leads		
2. List to team captains		
3. Who to target?		
➤ Committee vacancies/recruitment	5 min.	
1. Position descriptions provided		
2. Who can we recruit/ who do we know		
3. Recruitment of sub-committees		
➤ New Business/Parking Lot	5 min.	

***Next Committee Meeting: Date/Time/Location***



## American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #2 Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions/ Welcome	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Kickoff Planning	10 min.	
1. Delegate Kickoff in a Box		
2. Date, Time, Location		
3. Theme		
➤ Community Mapping for Teams	15 min.	
1. Status Report on progress		
2. Team Development Sub Committee		
3. Plan Team Recruitment Blitz Week (4 weeks prior to Kick Off)		
➤ Committee vacancies/recruitment	5 min.	
1. Status Report on progress		
2. Additional follow-up needed		
➤ Committee Reports	15 min.	
1. Chair/Co-Chair		
2. Team Development		
3. Survivorship Development		
4. Fight Back (Mission Delivery)		
5. Event Development		
6. Fundraising/ Relay Online		

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➤ New Business/Review items from Parking Lot      5 min.

### Next Committee Meeting: *Date/Time/Location*



## American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #3a Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions/ Welcome	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Kick Off	20 min.	
1. Kickoff in a Box		
2. Invitation List (New and Returning)		
- Teams, Survivors, Caregivers, Sponsors		
3. Committee Roles/ Assignments		
➤ Committee vacancies	5 min.	
1. Status Report on progress		
2. Additional follow-up needed		
➤ Goals – How are we doing?	10 min.	
1. Teams, Survivors and Sponsors		
➤ Committee Reports	10 min.	
1. Chair/Co-Chair		
2. Team Development		
3. Survivorship Development		
4. Fight Back (Mission Delivery)		
5. Event Development		
6. Fundraising/ Relay Online		

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➤ New Business/Review items from Parking Lot      5 min.

**Next Committee Meeting:** *Date/Time/Location*



## American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #3b\* Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Update on Kickoff attendees	5min.	
➤ Finalize order of Kickoff Agenda	10 min.	
➤ Committee Intros <ol style="list-style-type: none"> <li>1. Music?</li> </ol>	5 min.	
➤ Mini Luminaria Ceremony <ol style="list-style-type: none"> <li>1. Script, Speakers, Supplies, Music?</li> </ol>	5 min.	
➤ Recognition of this year's major Sponsors <ol style="list-style-type: none"> <li>1. Introduction – Sponsorship Chair</li> </ol>	5 min.	
➤ Survivor/Caregiver Speaker & Recognition <ol style="list-style-type: none"> <li>1. Survivor Chair to introduce speaker</li> <li>2. Recognize all survivors</li> </ol>	5 min.	
➤ Recognition of last year's Top Performers <ol style="list-style-type: none"> <li>1. Team Fundraising Club teams</li> <li>2. Relay All Stars</li> <li>3. Heroes of Hope</li> </ol>	5 min.	
➤ Mini Fight Back Ceremony <ol style="list-style-type: none"> <li>1. Fight Back (Mission) Chair</li> </ol>	5 min.	
➤ Logistical Assistance/Volunteers Needed <ol style="list-style-type: none"> <li>1. Set-up and decorations</li> <li>2. Greeters</li> <li>3. Registration</li> <li>4. Clean-up</li> </ol>	10 min.	
➤ New Business/Review items on Parking Lot	5 min.	

*\*This committee meeting agenda should include all items on your Kickoff agenda as a means of ensuring you have everything confirmed and organized.*



## American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #4 Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Kick-Off Follow-up	10 min.	
1. Teams, Sponsors and Survivors		
2. Thank you to attendees		
➤ Review Agenda for Team Capt. Meeting	10 min.	
1. Committee members Roles		
▪ Greeters, Room set-up, Team Captain Sign in, Collateral table		
2. Mission Moment		
3. Fundraising		
4. Logistics/Event Specifics		
➤ Committee Reports	20 min.	
1. Chair/Co-Chair		
2. Team Development		
3. Survivorship Development		
4. Fight Back (Mission Delivery)		
5. Event Development		
6. Fundraising/ Relay Online		

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➤ New Business/Review Items from Parking Lot      10 min.

**Next Committee Meeting: *Date/Time/Location***



**American Cancer Society**  
**Relay For Life of \_\_\_\_\_**  
**Committee Agenda #5**  
**Date/Time/Location**

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Circle of Influence activity	10 min.	
➤ Team Captain Meeting	5 min.	
1. Agenda		
2. Team Development Sub Committee Follow-up		
➤ Goals – How are we doing?	10 min.	
12. Teams (new and returning)		
13. Survivors and caregivers		
14. Sponsors		
➤ Committee Reports	20 min.	
1. Chair/Co-Chair		
2. Team Development		
3. Survivorship Development		
4. Fight Back (Mission Delivery)		
5. Event Development		
6. Fundraising/ Relay Online		

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➤ New Business/Review Items from Parking Lot      5 min.

**Next Committee Meeting: *Date/Time/Location***





# American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #6 Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Review Plans for Relay Best Practices	15 min.	
1. Team Goal – 60 days before event		
2. 70% Team Retention		
3. Chair, Co-Chair, Team Development Chair Succession Plan		
➤ Goals – How are we doing?	10 min.	
9. Teams (new and returning)		
10. Survivors and caregivers		
11. Sponsors		
➤ Committee Reports	20 min.	
1. Chair/Co-Chair		
2. Team Development		
3. Survivorship Development		
4. Fight Back (Mission Delivery)		
5. Fundraising/ Relay Online		
6. Event Development – update on plans for the following:		
• Signage, greeters at Relay		
• DJ/MC, PA system		
• Activities Schedule		
• Entertainment Schedule		
• Logistics (site layout, garbage, restrooms, concessions, etc.)		

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➤ New Business/Review Items from Parking Lot 5 min.

**Next Committee Meeting: *Date/Time/Location***



## American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #7 Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Ceremonies	15 min.	
1. Opening Ceremony		
2. Survivor Lap, Ceremony, Activities ( <b>Celebrate</b> )		
3. Luminaria Ceremony ( <b>Remember</b> )		
4. <b>Fight Back</b> Ceremony ( <i>closing</i> )		
➤ Goals – How are we doing?	10 min.	
6. Teams (new and returning)		
7. Survivors and caregivers		
8. Sponsors		
➤ Committee Reports	20 min.	
1. Chair/Co-Chair		
2. Team Development		
3. Survivorship Development		
4. Fight Back (Mission Delivery)		
5. Event Development		
6. Fundraising/ Relay Online		

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➤ New Business/Review Items from Parking Lot      5 min.

**Next Committee Meeting: *Date/Time/Location***



## American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #8 Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Ceremonies - Finalization	15 min.	
1. Opening Ceremony		
2. Survivor Lap, Ceremony, Activities ( <b>Celebrate</b> )		
3. Luminaria Ceremony ( <b>Remember</b> )		
4. <b>Fight Back</b> Ceremony ( <i>closing</i> )		
➤ Committee Reports	20 min.	
1. Chair/Co-Chair		
2. Team Development		
3. Survivorship Development		
4. Fight Back (Mission Delivery)		
5. Event Development		
6. Fundraising/ Relay Online		
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➤ New Business/Review Items from Parking Lot	5 min.	

**Next Committee Meeting: *Date/Time/Location***



# American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #9 Date/Time/Location

<u>Topic</u>	<u>Time</u>	<u>Lead</u>
➤ Introductions/ Welcome	5 min.	
➤ Mission Moment/ ACS Spotlight	5 min.	
➤ Bank Night—Review the process <ul style="list-style-type: none"> <li>1. Recruit Volunteers</li> <li>2. Set-up</li> <li>3. Greeters</li> <li>4. Distributors</li> <li>5. Clean-up</li> </ul>	15 min.	
➤ “Working the Track” at Relay <ul style="list-style-type: none"> <li>1. Visit every tent/team captain</li> <li>2. Top 10 Teams</li> <li>3. Top 3 Fundraisers</li> <li>4. 10 Survivors and Caregivers</li> <li>5. 10 Youth Participants</li> <li>6. Corporate Sponsors</li> </ul>	10 min.	
➤ Event Development - finalization <ul style="list-style-type: none"> <li>1. Signage, greeters at Relay</li> <li>2. DJ/MC, PA system</li> <li>3. Activities Schedule</li> <li>4. Entertainment Schedule</li> <li>5. Logistics (site layout, garbage, restrooms, concessions, etc.)</li> </ul>	10 minutes	
➤ Committee Reports <ul style="list-style-type: none"> <li>1. Chair/Co-Chair</li> <li>2. Team Development</li> <li>3. Fundraising/Relay Online</li> <li>4. Survivorship Development</li> <li>5. Fight Back (Mission Delivery)</li> </ul>	10 minutes	
➤ New Business/Review Items from Parking Lot	5 min.	

**Next Committee Meeting:** *Date/Time/Location*



# American Cancer Society Relay For Life of \_\_\_\_\_ Committee Agenda #10 Date/Time/Location

## What Went Well?

## What Needs Improvement?

1. Team Development
  - a. Recruitment
  - b. Retention
  - c. Recognition
2. Online Fundraising
  - a. Tool
  - b. Effectiveness
3. Corporate Sponsorship
  - a. Recruitment
  - b. New vs. Veteran
  - c. Potentials
4. Volunteer Recruitment:
  - a. Responsiveness
  - b. Recruitment Process
  - c. Needs Fulfillment
5. Ceremonies
  - a. Opening Ceremony
  - b. Survivor Lap, Ceremony, Activities (**Celebrate**)
  - c. Luminaria Ceremony (**Remember**)
  - d. **Fight Back** Ceremony (*closing*)

## What Went Well?

## What Needs Improvement?

6. Survivor Development
  - a. Recruitment
  - b. Engagement
  
7. Registration/ Bank Night
  - a. Logistics
  - b. Process
  
8. Luminaria
  - a. Fundraising/ Donations
  - b. Set-up/ Process
  - c. Ceremony
  
9. Entertainment/ Activities
  - a. Bands/ Music
  - b. DJ
  - c. Games/ Activities
  
10. Publicity
  - a. Pre-event
  - b. Day -of
  - c. Post event
  
11. Logistics
  - a. Facility
  - b. Campsites
  - c. Etc.
  
12. Misc.
  - a. Committee Meetings
  - b. Team Captain Meetings
  - c. Bank Nights
  - d. Kick-Off



We **save lives** and create more birthdays  
by helping you stay well, helping you get well,  
by finding cures, and by fighting back.

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