



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: _____