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 M	leeting:		
Theme/Goal/Purn	ose:		
Speaker:	Opening:	Praver:	
•	Welcome/Announce	•	
	Drama:		
•	ow-up: Gree		
	/Needs:	_	
Week Two	Meeting Date:	Meeting Location:	
•	leeting: ose:		
	Opening:		
	Welcome/Announce		
	Drama:		
·	ow-up: Gree		
	/Needs:	_	
Week Three	Meeting Date:	Meeting Location:	
	-		
Student Leading M	leeting:		
Theme/Goal/Purpo	ose:		
	Opening:		
Music:	Welcome/Announce	e: Games:	
Setup/Tear-down:	Drama:	Attendance:	:
Visitor Sheets/Follo	ow-up: Gree	eters: Closing: _	
	/Needs:		
Week Four	Meeting Date:	Meeting Location:	
Student Leading N	leeting:		
	ose:		
Speaker:	Opening:	Prayer: _	
Music:	Welcome/Announce	e: Games:	
Setup/Tear-down:	Drama:	Attendance:	
	ow-up: Gree		
Other Equiptment	/No odo		