

Subject: SpeakUp! Event Planning Committee Meeting

Attachment: Planning Committee Meeting Agenda

Hello SpeakUp! Planning Committee Members,

Thank you for being a part of our planning team for this year's SpeakUp! program. Our Planning Committee Meeting will take place on:

INSERT DATE

INSERT TIME

INSERT LOCATION (Place or Virtual Link)

I have also attached the agenda for the meeting for review.

We are excited to share our goals and brainstorm marketing and other event details.

Let me know if you have any questions!