

Sample Meeting Agenda

This is a sample agenda for a youth-adult coalition meeting (or a meeting of an adult coalition that is trying to include youth). The meeting agenda concerns the content of a press conference to be held about the coalition's "Sticker Shock" project—a project in which youth place stickers on alcohol packages stating the fine for giving alcohol to minors.

Facilitators: One adult, one youth

Time: 3:30-5:30 p.m. (when youth in school can participate)

Location: Somewhere accessible to youth (e.g., near public transportation)

Refreshments: Light snacks, available before the meeting begins

- **Introductions (10 minutes).** *Youth Facilitator*
Have participants say their name, where they work or go to school, and one word friends would use to describe them.
- **Meeting Outcomes and Guidelines (10 minutes).** *Adult Facilitator*
Describe what we hope to accomplish by the end of the meeting.
 - Outcomes (on flip chart):
 - Create the program/agenda of the "Sticker Shock" press conference
 - Assign roles/tasks for the event
 - Establish timeline for the event
 - Guidelines (on flipchart):
 - Be respectful
 - Listen
 - Trust the process
- **Meeting Work (40 minutes).** *Youth Facilitator*
Divide participants into small groups (each group should comprise equal numbers of adults and youth). Assign each group one outcome (above) to work on.

- Group members complete assigned task (20 minutes)
- Youth or youth-adult pairs report back from each group (10 minutes)
- "Youth only" time to discuss the reported suggestions (e.g., Do the statements to the press represent youth views?) (10 minutes)
- **Next Steps (20 minutes).** *Adult Facilitator*
 - Youth-adult pairs set next-step commitments for themselves
 - Pairs report back by writing commitments on flip chart
 - Entire group is involved in setting next meeting date
- **Closing: Plusses and Wishes (10 minutes).** *Youth Facilitator*
 - Go 'Round: Have each participant person say one thing about the meeting or project

From the Prevention Solutions@EDC online course: [Involving Youth in Your Substance Abuse Prevention Program.](#)