**Sample Meeting Agenda**

**I. Introduction of Speakers/Guest**

**A. Organizers**

**B. Speakers**

**C. Guests**

**II. General Explanation of the Market**

**A. Purpose**

**B. Advantages to vendors**

**C. Advantages to shoppers**

**D. Advantages to local businesses, and the community**

**III. Next Steps**

**A. Establishes committees such as:**

**1. Grower/vendor recruitment**

**2. Market location**

**3. Publicity**

**4. Fundraising**

**5. Market rules and regulations**

**B. Discuss range of products that might be available and level of supply**

**C. Discuss organizational form**

**IV. Next Meeting**

**A. Make a date for next meeting in 1-2 weeks**

**B. Expect preliminary reports from committees**