

Meeting Notice for Annual Function

Title of the Meeting

Planning Session for Annual Corporate Function

Date and Time

April 8, 2025, from 3:00 PM to 5:00 PM

Location

Conference Room C, Corporate Headquarters / Virtual Link: [GoToMeetingLink]

Agenda

- Opening remarks by the Event Coordinator
- Review of last year's event feedback and key takeaways
- Presentation of this year's theme and proposed event outline
- Discussion on venue options and date selection
- Breakdown of responsibilities across departments
- Budget allocation and fundraising ideas
- Vendor selection for catering, entertainment, and logistics
- Setting deadlines for task completion and next steps
- Open discussion for new ideas and contributions
- Final remarks and confirmation of next meeting date

Participants

All department heads, the event planning committee, and representatives from HR, marketing, and finance departments are required to attend.

Preparation Required

Participants should:

- Bring a summary of their department's contributions to last year's event
- Prepare initial ideas and suggestions for this year's theme and activities
- Review the proposed budget documents sent via email

Contact Information

Jessica Taylor, Event Coordinator Email: jessicataylor@corporate.com Phone: (321) 456-7890

Please confirm your attendance by April 3, 2025, whether it be in person or via the virtual link provided. Your input is crucial to ensuring our annual function is a memorable and successful event for everyone involved.