

# Sample Agenda for A Public Art Planning Committee Meeting

1hr 10min

## [Project Name] Committee Meeting

[Date, Time, Location]

### Objectives:

- »» To establish commitment to developing public art for and with [location's] community
- »» To define the role of the planning committee
- »» To discuss/define goals for the program/services

### Get Acquainted *(10 minutes)*

- »» Refreshments and/or snacks
- »» Sign-in and/or name tag distribution

### Welcome *(15 minutes, initiative leader)*

- »» Introduce yourself
- »» Thank attendees for their interest and commitment to enhancing the community through public art
- »» Describe your impetus for the public art plan
- »» Describe your vision for the planning committee

### Introductions *(10 minutes, initiative leader facilitates)*

- »» Ask attendees to introduce themselves, identify their affiliation, and explain what motivated them to be a part of the committee

### Steering Committee Role *(10 minutes, initiative leader facilitates)*

- »» Discuss the role of the planning committee and expectations for the members

### Program/Services Discussion *(15 minutes, initiative lead facilitates)*

- »» Describe your initial thoughts for your public art plan and present the research you have done so far
- »» Begin to define the goals of your plan with the committee

### Next Steps *(10 minutes, initiative leader)*

- »» Determine next steps and assign responsibilities and deadlines
- »» Set next meeting, date, time, and location
- »» Ask for volunteers to help plan and lead the next meeting
- »» Set a planning time with those that step up to help
- »» Remind Committee members that their active involvement is important
- »» Thank them again for their attendance and input

