

Agendas and Outcomes for U3A Pre-Launch Meetings

Before meeting identify suitable venue using latest venue checklist

Before meeting order copies of A5 flyers and A4 posters for teaser and launch purposes from Linda Hodson at National Office

Pre Launch 1 Agenda

- Introductions
- Collect participant contact details
- Outline process to set up a new U3A, including £250 start-up grant
- Confirm dates of PL2, Launch and Inaugural
- Confirm participation in PL2 and Launch
- Identify any local issues
- Confirm venue details
- Identify publicity channels
- Allocate publicity actions
- Identify 2 U3A speakers for launch
- Distribute 'Teaser leaflets'
- Make provisional bookings for regular monthly meetings to follow on from Inaugural
- Check remaining issues with Caretaker/Administrator of Launch venue

Pre-Launch 1 Outcomes

- List of participant volunteers with contact details
- Provisional venue bookings for a year
- Plan for distribution of teaser leaflets and any other publicity activity

Pre Launch 2 Agenda

- Introductions for any new participants
- Agree Launch Agenda
- Confirm Launch Questionnaire
- Identify
 - Meeters and Greeters
 - Refreshment providers
 - Setter uppers and pack uppers
 - Person to liaise with Caretaker/Administrator
- Identify publicity channels
- Allocate publicity actions
- Distribute Launch leaflets
- Identify person to organize supplies of questionnaires, U3A promotional materials, banner and stand up poster
- Identify person to provide some examples of U3A activities locally

Pre-Launch 2 Outcomes

- Agenda for Launch with clear allocation of responsibilities
- Plan for distribution of teaser leaflets and any other publicity activity