

New U3A Initial Team Planning Check List

What?	Who?
Consult neighbouring U3As	
Find a venue and details	
Agree who is going to join the help team and who to lead.	
Set dates for 2 Pre Launch meetings, Lunch and Inaugural and 3 Steering Committee meetings	
Book rooms for 2 Pre Launch meetings, Lunch and Inaugural	
Contact local U3As; recruit volunteers for pre-launch meetings	
Advise TAT of dates, who is in team and get tickler leaflets printed	
Chair PL1	
Contact local press and media and anyone else?	
Get Launch leaflets and posters printed	
Order "Start Up" Packs	
Chair 2nd Pre-Launch Team Meeting, arrange for distribution of publicity	
Organise Launch Meeting Programme and get Launch questionnaire printed; get large banner from TAT and stand up banners from RTrustee	
<i>Who is doing what at Launch?</i>	
<i>Set up</i>	
<i>Refreshments</i>	
<i>Chair on the day</i>	
<i>Regional/ national perspective</i>	
<i>Local U3A testimony (2)</i>	
<i>Analyse questionnaires</i>	
<i>Collect names of Steering Committee members</i>	
<i>Further analysis of questionnaires</i>	
<i>Take down</i>	
<i>Convene meeting of people who have volunteered for Steering Committee; agree/revise dates of 3 Steering Committee meetings</i>	
Forward Agenda and info to Steering Committee Members	
Chair the 1st Steering Committee Meeting (Mentor also attends)	
<i>Agree who is doing what on Steering Committee</i>	
Chair 2 nd Steering Committee; U3A principles and constitution	
Hand over chair of 3 rd Steering Committee to Chair of Steering Group	
<i>Get U3A application forms printed</i>	
Introduce Inaugural meeting	

Pre-Launch team led by **

First name	Surname	Email	Tel no