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PLANNING MEETING AGENDA

Date, Time

Location

1. Welcome and Introductions
2. Review of the previous meeting’s minutes
3. LOCATION OF PROGRAM
4. DATE and TIME
5. MARKETING
   1. Flyer
   2. Social Media
   3. Media
   4. Community partners
6. PATIENT RECRUITMENT
7. REGISTRATION
8. OBGYN
9. RADIOLOGY/BREAST
10. TRANSPORTATION
11. FINANCES
12. HEALTH FAIR/HEALTH EDUCATION
13. VOLUNTEER RECRUITMENT/ COORDINATION
    1. Volunteer roles
    2. Job descriptions
    3. Information needed from volunteers
    4. Volunteer orientation
14. LABORATORY
15. FUNDRAISING / IN KIND DONATIONS
16. PROGRAM SCHEDULE/WORKFLOW
17. FOLLOW UP CARE
18. **OTHER**