|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event** | **Meeting Format/Objective** | **Target Audience** | **Venue** | **Date** | **Time** | **Location** | **Event Leader** | **Next Steps** | **Remarks** |
| *EXAMPLE* |  | *Legislators/ Governor's Staff- (20)* | *Roundtable Lunch* | *Tuesday 3/20/12* | *12 noon - 2 pm* | *State House* | *Sharon* | *Confirming location and guest list. Rep Khan confirmed sponsorship* |  |
| **Event # 1** |  |  |  |  |  |  |  |  |  |
| **Event # 2** |  |  |  |  |  |  |  |  |  |
| **Travel** | **No Event Scheduled** |  |  |  |  |  |  |  |  |
| Event # 3 |  |  |  |  |  |  |  |  |  |
| **Dinner w/**  **co-leads** |  |  |  |  |  |  |  |  |  |
| Event # 4 |  |  |  |  |  |  |  |  |  |