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# Sample Agenda for Cultural Tourism Committee

## First Meeting

Organization Name  
 Cultural Tourism Steering Committee Meeting Agenda  
 Date  
 Place  
 Time

As committee members are welcomed, ask them to complete a survey form and tell them that it will be collected at the beginning of the meeting

Chair	6:00 p.m.	Call to order and welcome
Chair	6:05 p.m.	Introduction of Committee Members
Chair	6:15 p.m.	Review of Agenda and collect completed surveys
Mayor	6:20 p.m.	Introduce video: <i>Uniquely Texas, A Lone Star Look at Cultural and Heritage Tourism</i>
	6:20 p.m.	Play <i>Uniquely Texas</i> video
Chair	6:50 p.m.	Entertain questions
Break	7:00 p.m.	
Chair	7:10 p.m.	Give overview of survey results
Chair	7:25 pm.	Brainstorm ideas on how to get the survey instrument distributed in the community
Chair	7:45 p.m.	Sum up best ideas generated by brainstorming session
Chair	7:50 p.m.	Assign tasks to steering committee members to next steps
Chair	7:55 p.m.	Set date and time of next steering committee meeting
Chair	8:00 p.m.	Adjourn