

Initial Meeting for 5th annual Local Food Summit 2013 - Friday, February 22, 2013

AGENDA for November 6, 2012

- Welcome/Introductions
- What is Local Food Summit?
- Goals for Summit 2013
- Themes we would like to bring forward
- Summit Chair
- Potential speakers
- Subcommittee formation
- Program priorities and process
- Regular meeting time/location

HOMEWORK

- Read up on Summit history: <http://localfoodsummit2009.blogspot.com>, <http://localfoodsummit.drupalgardens.com>
- Subcommittees: make a plan to meet (soon!). initial task: what do you need from the planning committee NOW? (budget, guidelines, additional helpers, etc.)
- Read up on other food-related summits and conferences (locally and abroad) to understand what our niche is.

Tentative Subcommittee Teams

Content (program development, speaker recruitment, program document/website updates) - ideally 5-7 members
co-chairs

members

Finance (recruit monetary, food, & other sponsors/donations; communicate with sponsors regarding tabling, create & track budget) - ideally 3-5 members
co-chairs

members

Food (work with host location; create and implement breakfast, snack and lunch) - ideally 3-5 members
co-chairs

members

PR/Media (recruit participants, create press releases, social media, website updates, other outreach, etc.) - ideally 3-5 members
co-chairs

members

Volunteers (define and delegate day-of jobs; recruit, train and admin volunteers) - ideally 2-4 members

co-chairs

members

Logistics (work with host location, permitting, space and tech setup, tickets, room reservations, other overarching needs) - ideally 3-4 members

co-chairs

members