

Sample Agenda  
Luncheon Meeting  
Branch XXX  
Date:

Big Sir

Welcome all in attendance  
Introduce the Chaplain or other who will give the invocation (Optional)  
Pledge of Allegiance  
Introduction of those at the head table  
Introduction of SIR dignitaries; invite comments if appropriate  
Introduction of guests and visitors  
    Short biographies of guests who are potential members by potential sponsor  
Introduction of Branch photographer who will be taking pictures  
Introduction of new members and sponsors  
    Short biographies of new members by sponsors or the new members  
Introduction of New Member Recruitment Chairman for his report on incentive rewards, etc.  
Introduction of Activities Chairman or Chairmen who will give brief reports  
Humor time, jokes, etc.

Little Sir

Read the list of birthday boys (pronounce names correctly)  
Award prize winner or winners

Lunch

Little Sir

Introduce Speaker  
Conduct drawings if any  
Remind those in attendance to bring a guest to the next meeting  
Sing God Bless America (Optional)  
Adjourn the meeting

*Revised 11/20/2010 Jim Stedman/DJS*