



## National Art Honor Society General Meeting Planning Template

**Meeting Title:** [Insert Meeting Theme or Focus]

**Date:** [Insert Date]

**Time & Location:** [Insert Time and Room/Location]

### Materials Checklist:

- Printed agenda and slides
- Sign-in/attendance sheet
- Art supplies/project materials
- Flyers or info sheets for upcoming events

### Meeting Agenda: (60 min meeting)

#### 1. Welcome & Attendance (5 min)

- Sign-in/attendance
- Brief welcome and review of the agenda

#### 2. Updates & Announcements (5 min)

- Upcoming events or deadlines
- Recognize any student achievements
- Reminders (e.g., art show, service project)

#### 3. Main Activity or Project (10 min)

- Hands-on artmaking
- Group planning (e.g., organizing an art show or a community project)
- Guest speaker or artist video

#### 4. Reflection & Sharing (35 min)

- Group or partner discussion
- Share progress, ideas, or artwork

#### 5. Wrap-Up & Next Steps (5 min)

- Recap of meeting
- Share what's coming next
- Assign any tasks (if needed)
- Confirm the date of the next meeting