



Summit Planning Agenda

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OVERALL OBJECTIVES:

- DISCUSS the objectives of the Summit
- IDENTIFY roles and responsibilities for the Summit
- DELEGATE next steps

AGENDA DRAFT

TIME	SESSION
	Welcome & Introductions <ul style="list-style-type: none">- Objectives for this meeting
	State Summit Overview <ul style="list-style-type: none">Why are we organizing this Summit and what are the objectives?Objectives<ul style="list-style-type: none">- DISCUSS efforts of immigration efforts and theory to win- DEVELOP a state plan to target congressional delegation- INCREASE capacity to win big with other interconnected issues that our communities care about
	How will we support you? <ul style="list-style-type: none">- Budget- Toolkit with microsite- Technical Assistance
	Logistics <ul style="list-style-type: none">- Important questions to consider<ul style="list-style-type: none">- When will the Summit be?- Will this Summit be virtual or in-person?<ul style="list-style-type: none">- Where will it take place?- If online, what platform?- Who will be the assigned project manager for the Summit from the table?

AGENDA DRAFT

TIME	SESSION
	Agenda <ul style="list-style-type: none">- Draft State Summit Agenda Review
	Turnout <ul style="list-style-type: none">- What is our turnout goal?- Questions to consider:<ul style="list-style-type: none">- Who can we turnout easily?- Who do we need to be in the room beside our base?- What turnout strategies will be used (i.e. email, calls, texts)?
	Scheduling Next Check-in <ul style="list-style-type: none">- Who needs to be included?- What needs to happen between now and then?
	Next Steps & Evaluations <ul style="list-style-type: none">- Takeaways- What else is missing?