

WORKSHEET 5

The Family Meeting

MEETING DETAILS

LOCATION		HOST
DATE	TIME	CHAIRPERSON

INVITEES

NAME	DATE OF PRELIMINARY PHONE CALL	DATE INVITATION SENT	DATE OF FOLLOW-UP PHONE CALL	RSVP
				___ YES ___ NO
				___ YES ___ NO
				___ YES ___ NO
				___ YES ___ NO
				___ YES ___ NO
				___ YES ___ NO
				___ YES ___ NO
				___ YES ___ NO
				___ YES ___ NO

INVITATION WORDING:

MEETING AGENDA:

