

# SAMPLE MEETING REMINDER NOTICE

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## Prior to a Meeting

**Prior to a meeting, you might want to send out a reminder like the following:**

Just a reminder that the next \_\_\_\_\_ meeting will be held on \_\_\_\_\_ at \_\_\_\_\_. The meeting will begin promptly at \_\_\_\_\_ and should be done by \_\_\_\_\_.

## Does your Meeting Reminder have D-SNAPS?

**This can help you remember the critical information to be included in a meeting reminder notice:**

- D** Date of Meeting
- S** Starting Time
- N** Name of Group
- A** Agenda
- P** Place
- S** Stuff to Bring

