**FOLAKE & EMMANUEL’S WEDDING**

**Meeting Agenda**

**Date/Time:** April 4th, 2018 / 3:00pm

**Location:** Client’s Apartment, Ilupeju

**Attendees:** Funmi Ogunbanwo (Client contact), Aderonke Adeneye (GIW), Julianah Balogun (GIW).

**OBJECTIVES**

* To sync with members of the super team
* To discuss the agency fee and overall event budget
* To look through event details and clarify understanding of event brief and identify stakeholders.
* To derive next steps and assign roles and responsibilities

**SCHEDULE**

04:00 – 04:05pm – Introductions, welcomes, chit-chats – All

04:05 – 04:30pm – Discuss agency fee, review quotation and identify areas for adjustment

04:30 – 04:55pm – Discuss event details and identify stakeholders

04:55 – 05:15pm – Discuss next steps and assign roles and responsibilities

05:15 – 05:30pm – Questions, feedback and goodbyes

**To Bring along (E-Copies)**

Contact Report

Agency Fee

Event Budget