**Hampshire College – Student Union / Great Meetings Proposal**

Attention: Adrianna Perry

This proposal outlines the program outcomes and includes cost estimates for a training on Great Meetings, and includes an observation of an HSU meeting prior to the training. The cost estimates on the second page reflect a discount from my standard fees for working with Five College clients. Planning and other fees have also been reduced.

**Program Date**

To Be Determined

Location: TBD

**Program Goals**

* Present and review core content about Planning and Facilitating Great Meetings
* Create a common understanding and framework for improving Hampshire Student Union meetings in the future
* Discussion of meeting dilemmas and how to manage them effectively
* Creating norms for the HSU as a foundation for improving meetings across campus
* Identify individual commitments for each person to improve planning and facilitation of meetings (time permitting)

 **Pre-work Survey (via email)**

* observation and debrief of an HSU meeting
* ask participants to identify common and recurring meeting dilemmas
* identify best practices – what makes meetings run really well and allows them to be productive

**Cost Estimates**

Trainer Fee (half day) $ 200 (discounted rate)

Planning and Design 250 (includes meeting observation and pre-survey)

Initial Assessment Meeting no charge (1.5 hours)

 **SUBTOTAL $ 450**

Participant Handouts $12 / person

*Every effort is made to keep costs and fees to a minimum while maintaining the highest quality in terms of content and trainer delivery.*