

2026 HHCDCAC MLK Lunch and Dialogue Event Planning Committee Meeting Agenda

Date: December 17th, 2025

Time: 6pm

Location: Huber Heights Government City Center

1. Event Overview/Details/Logistics

- ☐ Review event theme and goals
- ☐ Confirm intended audience and outcomes: Status of letters to HH City Council and HH City Schools
- ☐ Confirm date, time, and venue: When does the commission need to start setting up?
- ☐ Catering and dietary needs: Status of Savory Skillet
- ☐ Special Recognition of Mrs. Lucille Dale, Former HH Vice Mayor
- ☐ Room setup / A/V requirements
- ☐ Registration process / accessibility
- ☐ Budget and funding

Notes / Decisions:

Responsible Person(s): _____

Deadline: _____

2. Program Planning

- ☐ Outline event program using 2025 Program as a Template (welcome, speaker, dialogue, reflection)
- ☐ Identify speakers and facilitators
- ☐ Discussion prompts / materials

- ☐ Theme integration (quotes, visuals, multimedia)

Notes / Decisions:

Responsible Person(s): _____

Deadline: _____

3. Marketing and Outreach

- ☐ Social media, email, flyers, Key Ads

Notes / Decisions:

Responsible Person(s): _____

Deadline: _____

4. Volunteer and Staff Roles

- ☐ Assign roles amongst MLK Task group and CDCAC
(setup, registration, tech, cleanup, etc.)
- ☐ Confirm day-of coordination plan

Notes / Assignments:

Responsible Person(s): _____

Deadline: _____

5. Next Steps and Deadlines

- ☐ Review action items
- ☐ Set next meeting date and agenda topics

Action Items:

6. Closing Remarks

