

LWG Post-Meeting Follow-Up Templates

Send within 48 hours of your meeting - keep the momentum going

A follow-up message sent within 48 hours does three things: it confirms what was decided, it holds people accountable to their commitments, and it keeps the energy from the meeting alive. Don't skip it. Five templates below, pick the one that fits your situation.

Fill This Out First — Then Use a Template Below

Capture your action items here before writing the email. You'll paste these into the template.

Action Item	Who's Responsible	Due By

Template 1 — Standard Follow-Up

Use after most LWG meetings. Works for email or group text.

Standard Follow-Up — Email or Group Message

Subject: *[District Name] LWG Meeting Recap - [Date]*

Body: Hi everyone,

Thanks for coming out today. Quick recap of what we covered and what everyone's working on.

What we discussed:

[1–2 sentences on the main topics from the meeting]

Action items:

[Paste action items from the table above — name, task, and due date]

Next meeting is [Date] at [Time] at [Location]. We'll kick things off by going through these action items. Come ready to share where you're at.

Questions or need a hand before then? Just reach out.

[Your email signature]

Tip: Keep it short. People will read a 10-line email. They won't read a page.

Template 2 — After a First or Early Meeting

Use when people are new to LWG or when you want to re-energize the group.

First / Early Meeting Follow-Up

Subject: Next steps from today's LWG meeting

Body: Hi everyone,

Really glad we had a chance to get together today. Its clear people care about what's happening out here with [conservation issue]. That's exactly what this process needs.

Here's what we each took on before we meet again:

[Paste action items]

Just a reminder of where we're headed: [goal from the proposal]. These action items are how we get there one step at a time.

Next meeting: [Date] at [Time], [Location].

Don't hesitate to reach out if you hit a wall on your action item. That's what this group is for.

[Your email signature]

Tip: Name the conservation issue specifically. "Wind erosion in the county" is more motivating than "conservation priorities."

Template 3 — Short Text or Quick Message

Use when people prefer texts over email, or as a quick reminder mid-way between meetings.

Short Text or Quick Message

Body: Hey [Name] - thanks for coming to the LWG meeting today. Just a heads up on what you committed to: [their specific action item] by [due date]. Let me know if you need anything. Next meeting is [date]. - [Your Name]

Or for a group text:

Thanks everyone for coming out today! Action items are out - check your email.
Next meeting: [Date] at [Time] in [Location]. Questions? Call or text [Number].

Tip: *Personal texts get read. A personal message to each person who took a big action item takes 5 minutes and makes a real difference.*

Template 4 — No-Show Follow-Up

Use when someone didn't make it to the meeting, keeps them connected without making them feel guilty.

No-Show Follow-Up

Subject: *You were missed — here's what happened at today's LWG meeting*

Body: Hey [Name],

Sorry we missed you today - hope everything's okay. Quick recap of what we covered:

[1–2 sentences on main topics from the meeting]

Here's what the group committed to before we meet again:

[Action items — name, task, due date]

Next meeting is [Date] at [Time] at [Location]. Would love to have you there.

Questions or want to catch up before then? Just reach out.

[Your email signature]

Tip: *Don't guilt trip. Keep it warm and informative. The goal is to keep them connected, not make them feel bad for missing.*

Template 5 — Pre-Meeting Reminder

Send the day before the meeting. Reminds people to review their action items so they're not caught off guard.

Pre-Meeting Reminder	
Subject:	<i>See you tomorrow — LWG meeting + quick prep note</i>
Body:	<p>Hey everyone,</p> <p>Just a reminder that our LWG meeting is tomorrow — [Date] at [Time] at [Location].</p> <p>Before you come, take a quick look at the action items from last time. We'll kick things off by going through what everyone's been working on, so come ready to share where you're at.</p> <p>See you tomorrow.</p> <p>[Your email signature]</p>
Tip: <i>Keep it short. The goal is just a nudge, not a full recap. If they need the agenda, attach it.</i>	

Send it within 48 hours. Every hour you wait, momentum fades.