

# Meeting Checklist

## SkillBrief

- ☐ Have you set concrete, realistic meeting outcomes?
- ☐ Is the site familiar, accessible and adequate?
- ☐ Is the date and time good for those you want to attend?
- ☐ Do you have a facilitator for the meeting?
- ☐ Has the facilitator been involved in preparing the agenda or been fully briefed?
- ☐ Does the agenda:
  - = Accomplish the goals
  - = Encourage commitment and involvement
  - = Provide visible leadership roles
- ☐ Do you have all of your materials and handouts copied:
  - = Printed agenda
  - = Background materials
  - = Proposals
  - = Sign-in sheets
  - = Other handouts
- ☐ Are people assigned to serve as the:
  - = Facilitator
  - = Set-up crew
  - = Timekeeper
  - = Presenters
  - = Greeter (welcome people and get names and addresses)
  - = Refreshment organizers and servers
- ☐ Have you considered the following logistical matters?
  - = Chair arrangements
  - = Flipchart and markers
  - = Easel
  - = Audio-visual equipment, including outlets and cords
  - = Have you tested the equipment?
  - = Sign-in sheets and registration table
  - = Table for materials and handouts
  - = Refreshments
  - = Microphone set-ups
- ☐ Turnout: Do you have a turnout plan? Do you have enough people making turnout calls? Do you have a system for comparing those who said they would come with those who actually came?
- ☐ Have you arranged for childcare?