

How to Plan a Worksite Meeting

Have you set concrete, realistic meeting outcomes?

Is the site familiar, accesible and adequate?

Are the dates and teim 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

Packground materials

Proposals

Sign-in sheets

Other handouts

Are people assigned to serve as the:

Facilitator

Set-up crfew

Timekeeper

Presenters

Greeter (welcomes people and gets names and addresses on the sign-in sheet)

Refreshment organizers and servers

Have you considered the following logistical matters?

Chair arrangements

Flipchart and markers

Easel

Audio-visual equipment, including outlets, cords and extension 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 child care?