



MEETING CHECKLIST

Things To Do Before, During, and After the Meeting

Meetings can involve several steps, so it is easy to overlook some things. This Checklist is a useful way to make sure you have covered everything:

- _____ Notify members of meeting
- _____ Invite guests to the meeting
- _____ Arrange for speaker
- _____ Advertise/Publicize the meeting
- _____ Prepare agenda
- _____ Reserve meeting room
- _____ Order refreshments
- _____ Identify key members you need at the meeting (someone to take minutes, etc.)
- _____ Verify that key members will attend (someone to take minutes, etc.)
- _____ Prepare and copy required materials (sign-in sheet, volunteer sheet, etc.)
- _____ Prepare and copy handouts attendees will need
- _____ Set Up table for handouts and/or welcoming meeting attendees
- _____ Make childcare arrangements
- _____ Follow up with meeting attendees
- _____ Follow up on action items from the meeting
- _____ Prepare and distribute meeting minutes/notes after the meeting