

Resource Solutions

MEETING ORGANIZATION CHECKLIST



Reviewing the attached list will ensure that your meeting logistics are handled effectively and efficiently and that nothing is forgotten.

Several weeks before meeting:

- ✓ Identify potential stakeholders and develop a mailing list.
- ✓ Set a time, date, and neutral location for the first meeting.
- ✓ Develop a meeting agenda that leaves room for group input/additions.
- ✓ Arrange for a meeting facilitator.
- ✓ Identify a recorder to take accurate notes.
- ✓ Send a letter or announcement to potential stakeholders announcing the first meeting, 2–3 weeks in advance.
- ✓ Place an announcement of the upcoming meeting in the local newspaper and/or on the local radio station.

Several days before meeting:

- ✓ Prepare for audio-visual needs by having flip charts, projectors, magic markers, etc., available.
- ✓ Collect, assemble and copy readily available data and information about the meeting topic (maps, handouts, etc).
- ✓ Ensure that nametags and sign-in sheets are available.
- ✓ Engage one or two greeters who will be available at the door the day of the meeting – people who know a lot of the potential participants and who will make participants feel comfortable and welcome.
- ✓ Provide coffee and/or snacks to keep participants energized.
- ✓ Check to make sure meeting room and restroom facilities are clean.
- ✓ Prepare for the unexpected and be flexible!