

Meetings are a great way to communicate your message and engage with others. Depending on the audience and purpose, planning a meeting can be straightforward or it can involve a lot of preparation. This section will guide you through a list of considerations as you plan your meeting.

MEETING PREPARATION CHECKLIST

| | |
|-------------------------------------|----------------|
| Organization(s) | |
| | |
| Meeting Date | Start/End Time |
| | |
| Location/Venue | |
| | |
| Contact Person (name, phone, email) | |
| | |
| Meeting Purpose | |
| | |
| Participants, if known | |
| | |
| Room Layout | |
| | |

MEETING PREPARATION CHECKLIST (CONTINUED)

Presentation

(Check all that apply.)

- Selected slides appropriate to the audience
- Copied presentation on USB stick or CD
- Checked if updated statistics available
- Modified notes

A/V Equipment

(Check all that apply and indicate who will provide the items.)

- Smartboard
- LCD Projector
- Screen
- Laptop
- 3-prong extension cord and access to an outlet
- Speakers if showing video
- Microphone if required
- Other:

Handouts

(Check all that apply and indicate who will provide the items.)

- Recommendations (which ones):
- Case Studies (which one):
- Other:

Materials

- Flipchart stand and pad (how many):
- Markers (how many):
- Other: