



PRELIMINARY MEETING CHECKLIST

IS THIS MEETING NECESSARY? () yes () no

IF YES, THE BEST FORMAT IS: () face-to-face () webinar () Skype

() conference call () other _____

PURPOSE

OBJECTIVES/DESIRED OUTCOMES

ATTENDEES (including speakers, guests, etc.)

TIME/PLACE

TOPICS FOR DISCUSSION

NOTIFIED PARTICIPANTS? () yes () no

PHYSICAL ARRANGEMENTS

() tables/chairs () audio-visual equipment () other _____
() name tags/tents () refreshments

HANDOUTS

CREATE AN AGENDA