

Meeting Preparation Checklist

Task	Complete (✓)	Notes
Determine Tasks and Desired Outcomes		
Determine Actions to Meet Outcomes		
Agenda Prepared (see Model Agenda on page 4)		
List Invited Guests		
Meeting Date/Time Set		
Meeting Preparation <ul style="list-style-type: none"> a. Location and Room b. Equipment c. Food and Beverage d. Materials 		
Meeting Materials Sent to Participants and Speakers <ul style="list-style-type: none"> a. Invitations b. Challenges and Opportunities Worksheet c. Confirm Speaker 		
Room Set Up (day of meeting) <ul style="list-style-type: none"> a. Check Seating b. Check Equipment c. Check Lighting, Heating, Air-Conditioning, etc 		