

# Meeting Preparation Checklist

*As you complete each task, check them off and make notes in the space provided.*

- ☐ Determine Tasks and Desired Outcomes \_\_\_\_\_  
\_\_\_\_\_
- ☐ Determine Actions to Meet Outcomes \_\_\_\_\_  
\_\_\_\_\_
- ☐ Agenda Prepared (*see Model Agenda on page5*) \_\_\_\_\_  
\_\_\_\_\_
- ☐ List Invited Guests \_\_\_\_\_  
\_\_\_\_\_
- ☐ Meeting Date/Time Set \_\_\_\_\_  
\_\_\_\_\_
- ☐ Meeting Preparation (Location & Room, Equipment/Materials, Food & Beverage) \_\_\_\_\_  
\_\_\_\_\_
- ☐ Meeting Materials Sent (Invitations, Challenges and Opportunities Worksheet, Conform Speaker) \_\_\_\_\_  
\_\_\_\_\_
- ☐ Check Room Set Up day of meeting (Seating, Equipment, Lighting, Room Temperature) \_\_\_\_\_  
\_\_\_\_\_
- ☐ [Zone Meeting PowerPoint](#) (*Use this template to help guide your zone meeting*) \_\_\_\_\_  
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