



## MEETING CHECKLIST

### Things To Do Before, During, and After the Meeting

Meetings can involve several steps, so it is easy to overlook some things. This Checklist is a useful way to make sure you have covered everything:

- Notify members of meeting
- Invite guests to the meeting
- Arrange for speaker
- Advertise/Publicize the meeting
- Prepare agenda
- Reserve meeting room
- Order refreshments
- Identify key members you need at the meeting (someone to take minutes, etc.)
- Verify that key members will attend (someone to take minutes, etc.)
- Prepare and copy required materials (sign-in sheet, volunteer sheet, etc.)
- Prepare and copy handouts attendees will need
- Set Up table for handouts and/or welcoming meeting attendees
- Make childcare arrangements
- Follow up with meeting attendees
- Follow up on action items from the meeting
- Prepare and distribute meeting minutes/notes after the meeting