PRE-MEETING CHECKLIST



TWO WEEKS PRIOR TO MEETING

- [ ] Confirm meeting venue,room size and any refreshments offered(coffee,snacks & lunch)
- [ ] If holding an online or teleconference meeting,confirm technology needed
- [ ] Publicize meeting + invite participants;If holding an online teleconference meeting,confirm technology needed if any,Remind participants of how to get to the meeting if they are not familiar with the venue,direction,parking information or room number,if needed,request RSVPs for confirmation or decline from invitees,provide a copy of agenda and any other materials
- [ ] Identify the power-point presenter(s),facilitator(s),and small group discussion leaders
- [ ] Schedule preparation session(s) with meeting team

ONE WEEK PRIOR TO MEETING

- [ ] Send additional meeting reminders(s): one week before and one to two days before;include agenda and presentation material,if any,that attendees should review
- [ ] If RSVPs requested,track confirmations or declines received from invitees
- [ ] Confirm venue,refreshments(if any) & technology(if any) are secured for meeting
- [ ] Host a presentation meeting or meetings to review agenda and instruction

DAY OF THE MEETING

- [ ] **Welcome area**
- [ ] Agenda,Handouts: Discussion matrix,Models of care graphic,Healthy Alaska plan,Fraft environmental assessment

- [ ] Sign-in sheets
- [ ] Pen/Pencil
- [ ] Comments Card
- [ ] **Group Meeting Area**
- [ ] Flip Chart pads or posters
- [ ] Easels
- [ ] Markers
- [ ] Tape
- [ ] Projector and computer
- [ ] Screen
- [ ] Extension Cord
- [ ] Power Strip

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