

# Pre-Meeting Checklist

Checklist helps you plan your meeting to ensure it will be efficient, focused and productive.



- Is the meeting really needed?
- What do you plan to accomplish at the meeting?
- What needs to be on the agenda?
- Establish priorities. The most important items should be covered first
- Should the meeting be social, informal, or formal?
- Who should attend the meeting?
- Does any information needs to be circulated before the meeting?
- The agenda should be written and distributed in advance to all attendees so they can come prepared.
- When should the meeting take place?
- Where should the meeting take place?
- What equipment, for example, audiovisual equipment or blackboards, is needed at the meeting?
- Do pens, pencils, or paper need to be provided?
- What kind of room arrangement, such as a circular table or square table, would work best?
- How will the events be recorded?
- Are refreshments needed?
- Do you need to hold pre-meeting briefings?

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