

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?