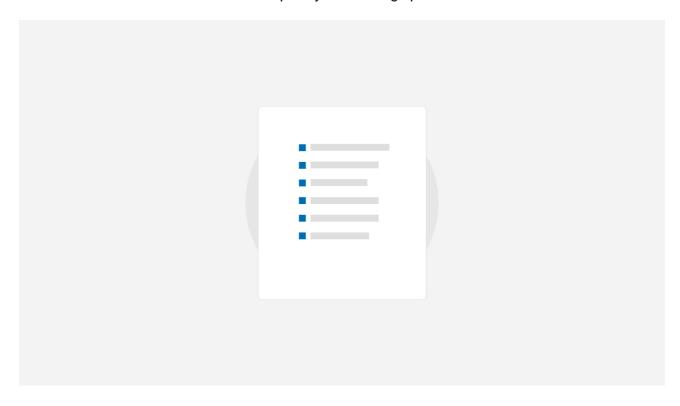
PRE-MEETING PLANNING CHECKLIST

For a meeting to be a true success, leaving attendees satisfied that lots has been achieved, solid planning is required. The trick is not to leave anything to chance. We've come up with a pre-meeting checklist to help set your meeting up for success:



Define a Clear Goal
Draw up an Agenda
Invite the Right Participants
Give Each Participant a Role
Find a Suitable Location/Venue
Source any Essential Equipment
Don't Forget the Food
Send the Invitation Agenda
Prepare Yourself