

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