

Meeting Preparation Checklist

Use this tool to prepare for your next big meeting.



Have you:

- Identified the purpose of the meeting?
- Made sure you really need a meeting?
- Developed a preliminary agenda?
- Selected the right participants and assigned roles?
- Decided where and when to hold the meeting?
- Confirmed availability of the space?
- sent the invitation?
- Sent the preliminary agenda to key participants and stakeholders?
- Sent pre-reading or requests which require advance preparation?
- Followed up with invitees in person, if appropriate?
- Chosen the decision-making process that will be used (majority vote, group consensus, or leader's choice)?
- Identified, arranged for, and tested any required equipment?
- Finalized the agenda and distributed it to all participants?
- Verified that all key participants will attend and know their roles?
- Prepared yourself (drafted presentations, printed handouts, etc.)?