

Pre-Meeting Checklist

- o Establish objectives for meeting.
- o Choice of meeting date and time.
- o Selection of meeting/site physical layout/attendees.
- o Physical facilities/layout/visual aids.
- o Preparation and mailing of agenda.
- o Advance mailing of reports.
- o Meeting supplies reference materials/props.
- o Formation of meeting files.
- o Accommodations and transportation for out-of-town attendees.
- o Reminder mailing/telephone calls.
- o Coat room/reception area/registration.
- o Assignment of minutes-taking.