

PRE-MEETING CHECKLIST

TWO WEEKS PRIOR TO MEETING

- Confirm meeting venue, room size and any refreshments offered (coffee, snacks, lunch)
- If holding an online or teleconference meeting, confirm technology needed
- Publicize meeting + invite participants
 - If people will join remotely, include call-in or web meeting information, if any
 - Remind participants of how to get to the meeting, if they are not familiar with the venue: directions, parking information, room number
 - If needed, request RSVPs for confirmation or decline from invitees
 - Provide a copy of the agenda and any other preparation materials
- Identify PowerPoint presenter(s), facilitator(s), and small group discussion leaders
- Schedule preparation session(s) with meeting team

ONE WEEK PRIOR TO MEETING

- Send additional meeting reminder(s): one week before and one to two days before; include agenda and preparation materials, if any, that attendees should review
- If RSVPs requested, track confirmations or declines received from invitees
- Confirm venue, refreshments (if any) and technology (if any) are secured for meeting
- Host a preparation meeting or meetings to review agenda and instructions

DAY OF THE MEETING

WELCOME AREA

- Agendas
Handouts: *Discussion Matrix, Models of Care Graphic, Healthy Alaska Plan, Draft Environmental Assessment*
- Sign-In Sheets
- Pens/Pencils
- Comment Cards
- Return Box for Comment Cards
- Name Tags
- Markers
- Designated Greeters:

FOOD AREA

- Food (snacks or meal)
- Coffee/Tea, Water, Sugar, Cream
- Cups, Paperware, Utensils, Napkins

GROUP MEETING AREA

- Flip Chart Pads or Posters
- Easels
- Markers
- Tape
- Projector and Computer
- Screen
- Extension Cord
- Power Strip
- Microphone or Audio System

SMALL-GROUP SESSIONS

- # of Sessions: _____
- Facilitators:

- Directional Signage/Room Labels
- Flip Chart Pads or Posters
- Markers/Pens