



## Fundamentals of Meeting Planning

**What do you project to be the outcome of your meeting?**

**What are you going to do at your meeting?**

- \_ Present a subject?
- \_ Have questions and answers?
- \_ Have a business meeting?
- \_ Problem Solve?
- \_ Socialize?

**Set your agenda**

- \_ Introductions
- \_ Reading of minutes from last meeting
- \_ Old business
- \_ New business
- \_ Next meeting date, time & location

**How long the meeting will run?**

Start time \_\_\_\_\_ Finish time \_\_\_\_\_

(No matter how late you get started – stick to the ending time)

**Publicize the meeting**

- \_ Flyer through schools
- \_ Newspaper
- \_ Post flyers
- \_ Mailing lists
- \_ Personal invitation and phone calls are **most** effective

**What will be your next step after this meeting?**

- \_ Decide this before the meeting ends – where will you go from here?
- \_ Ask for committees if needed and set them up tonight
- \_ Set the next meeting date before everyone leaves

**Maintain integrity**

- \_ Follow-through on what you commit to
- \_ Print minutes to the meeting and run in a newsletter or mail to members

**Possible equipment checklist**

- \_ TV/VCR
- \_ Overhead
- \_ PowerPoint projector
- \_ Working electrical outlets
- \_ Lighting
- \_ White board/chart pack and stands
- \_ Felt pens/dry erasers
- \_ Masking tape or adhesive for newsprint
- \_ Microphone
- \_ Podium
- \_ Water for speaker
- \_ Refreshments
- \_ Chairs & seating arrangement for good visibility