

Meeting Logistics Check List

_____ Is the location for the meeting comfortable, relatively quiet (conducive to conversation, relatively private, with a good wall to hang butcher paper and easel sheets?)

_____ Has the location been confirmed? Who will let us in? _____

_____ Did we make a seating plan? (Options: a circle, around a large conference table, small tables, all facing the front) Who is setting up the room? _____

_____ Was a flyer prepared and distributed at least a week before the event?

_____ Did we make turn out visits and calls? How many people have said they will attend? _____

_____ Does anyone need child care?

a. How many children are coming? _____
How many childcare workers do we need? _____

b. Who will do the child care? _____

c. Are they confirmed? Yes or No

d. Is the room set up for the children? Yes or No

e. Do they have toys/activities/kids snacks? Yes or No

_____ Who is making coffee? _____

_____ What will we have to eat & drink? _____

a. Who is bringing the food & beverages? _____

b. Who is bringing the plates, cups, napkins, forks, spoons, etc.? _____

_____ Do we need translation? Who is doing it? _____

_____ Does anyone need transportation? Who is arranging it? _____

These are the materials we will need. Do we have them?

_____ Internal Agendas - notes for the parent team members

_____ External Agendas - for the people who attend the meeting (bilingual, if needed)

_____ Easels, paper, markers and masking tape (for the small group discussions)

_____ Name tags and pencils or pens

_____ Sign-in sheets (bilingual, if needed)

_____ Child care sign-in sheets and reimbursement forms (if needed)

_____ Handouts (the Summary Report of Our Outreach Results, other? _____)

What other supplies do we need for this meeting? _____