

SAMPLE: MEETING PLANNING CHECKLIST

When planning a meeting, consider using a checklist to make sure you do not forget anything. You may want to include other items on your checklist.

| MEETING PLANNING CHECKLIST | | | |
|----------------------------|--|---------------------------|-----------|
| Meeting objective | | | |
| Participants | | | |
| Schedule | Date: | Start time: | End time: |
| Planning | Speaker: | Visuals: | |
| | Agenda: | Demo materials: | |
| | Activities: | | |
| Room | Location: | Reservations: | |
| Meeting materials | Name/place card: | Notepads/pencils: | |
| | Handouts: | Demo materials/equipment: | |
| | Other: | | |
| Equipment | Overhead projector (spare lamp, extension cord): LCD panel (spare lamp): 16mm (spare lamp): Screen: Microphone: Audio/tapes: Video/VCR tapes: Computer(s)/disks: Flipchart (marking pens): | | |
| Food/beverages | Coffee/tea: | Juice/soft drinks: | Food: |
| Other | | | |