

## MEETING PREP CHECKLIST

<b>Goal of Meeting:</b>	Who else do you need to communicate with?	Who is assigned task?	Date completed by?
<b>Logistics:</b>			
Location/ Date / Time			
Food/Water			
Bathrooms			
Chairs/ Tables			
Easel/ flip charts			
Markers			
Pens			
Paper			
Child Care			
Parking/ Transport			
Translation			
<b>Materials:</b>			
Turn out flier			
Sign in			
For Activities/ Planning			
Take Away materials:			
fliers			
handouts			
Transaltion			
<b>Roles:</b>			
Sign in			
Main Facilitator			
Break out/ additional facilitators			
Other speakers			
<b>Agenda:</b>			
Goal of meeting			
Number of people expected to attend			
Big group/ small group activities			
Prep people for portions of agenda			
<b>Turnout:</b>			
Goal # of turnout			
Who should be invited?			
Best way to reach them:			
Rap			
Phone			
Doors			
FB			
Twitter			
Email			
Other orgs			
Union Members			